

Business Services / Human Resources Staff

Amy Cameron x6707

Accounts Payable Technician

- ◆ Pays invoices: utilities, rent, contracts, all purchases
- ◆ Processes/pays mileage & expense claims
- ◆ Processes professional leave reimbursements/
maintains balances
- ◆ Processes purchase orders
- ◆ Prepares journal entries/account number corrections

Barb Harms x6704

Business Manager

- ◆ Oversees business services operations
- ◆ Manages accounting & finance procedures
- ◆ Administers Agency budget
- ◆ Analyzes & interprets financial statements
- ◆ Prepares financial reports
- ◆ Supports/supervises business services support staff

Cathy Kearns x6706

**Administrative Specialist-
Compensation/Benefits**

- ◆ Administers insurance plans
- ◆ Issues payroll checks
- ◆ Maintains time card system
- ◆ Processes TSA (403b) contributions
- ◆ Prepares W-2 statements
- ◆ Processes W-4 tax withholding forms/changes
- ◆ Contact for work-related injury reporting

Kim Lytle x6703

**Administrative Specialist-Human
Resources**

- ◆ Maintains HR information system
- ◆ Prepares personnel reports, records & communications
(Board action items, seniority reports, evaluation
schedules, etc.)
- ◆ Prepares employment contracts & wage notices
- ◆ Monitors license renewals
- ◆ Assists with orientation & mandated training of new
staff
- ◆ Schedules temporary employees from temp agencies

Rita Merta x6708

Financial Accounting Assistant

- ◆ Establishes project accounting and prepares grant &
contract reports
- ◆ Coordinates the fiscal year-end process & budget
preparation
- ◆ Supports credit card processing
- ◆ Coordinates capital equipment inventory
- ◆ Performs monthly bank reconciliations

Kathy Resewehr x6748

Human Resources Secretary

- ◆ Prepares/updates job vacancy information
- ◆ Updates Assignment/Job Line announcements
- ◆ Processes job applications & schedules interviews
- ◆ Maintains employee & job description files
- ◆ Processes leaves & maintains leave balance
information
- ◆ Processes salary lane changes

Jackie Schreder x6731

Human Resources Coordinator

- ◆ Oversees HR operations
- ◆ Supports Agency & employees with HR procedures
- ◆ Administers personnel compliance functions related to
state/federal regulations and Agency policies
- ◆ Administers collective bargaining agreements
- ◆ Assists in the development & review of policy issues
- ◆ Supports/supervises HR support staff

Denise Scott x6705

**Administrative Specialist-Business
Services**

- ◆ Maintains internal office supply store room & serves as
contact for external vendor of supplies
- ◆ Processes invoices to schools, businesses & individuals
- ◆ Processes receipts & prepares bank deposits
- ◆ Serves as contact for vending machine
problems/refunds

Theresa Stevens x6763

MIIP Administrative Assistant

- ◆ Performs support functions for Metro Interagency
Insurance Program consortium
- ◆ Processes bank deposits & invoice payments
- ◆ Coordinates audit of MIIP records
- ◆ Serves as secretary for the MIIP Board meetings

Caroline Twachtmann
x6873

Mail/Receiving Clerk

- ◆ Delivers intra-office & van mail
- ◆ Processes Agency outgoing mail
- ◆ Processes Agency outgoing freight packages (UPS,
Airborne, Fedex)
- ◆ Receives, checks-in & delivers freight deliveries (UPS,
Airborne, & Fedex)
- ◆ Receives/delivers U. S. mail