BUSINESS SERVICES

Accounts Payable Specialist
Invoice Processing
AP Coding Verification
Travel Claim Processing
Expense Voucher Preparation
1099 Processing
Use Tax/Credit Cards
Revolving Account Reconciliation
Procurement Assistance & Backup

Accounting/SAIS Specialist
ADM Accounting/Compliance
Attendance and Enrollment Compliance
On Site Reviews/Audit Compliance
ADM Electronic ADE Transmittals
School/District/State Interface & Reconciliation
County Treasurer Interface/Reconciliation
Payroll/Expense Warrant/Voucher Processing
Student Tuition
Payroll Assistance & Backup

Power School Specialist
Student Information & Accountability/Records
Student Enrollment/Procedures/Attendance
Report Cards/Progress Reports
Scheduling/Academics
Teacher Web Grade Book
System Administration/Security
SAIS Assistance & Backup

Food Services Specialist
Food Service Applications
CNP Verifications & Claims
On-site Reviews/Audit Compliance
Food Service Account Reconciliation
Student Activities/Auxiliary Accounting
Revolving Accounts/Student Per Diems
Student Insurance
Power School Assistance & Backup

Finance Director
Budget Management
Fiscal Control
Financial Reporting
ARS/USFR/GAAP Compliance
Salary Negotiations
School Elections
Tax Rate Preparation
Accounting Program Administrator

Grants Director
Grant Applications/Amendments
Grants Management
Grant Compliance
Grant Financial Monitoring
Grant Opportunities
Grant Staff Development
Time and Effort Compliance

Payroll Specialist
EE Contract Processing
Voluntary Deductions/Garnishments
Payroll Voucher Preparation
IRS/ADR Reporting
W2 Processing
Student Activities/Auxiliary Accounting
Revolving Accounts/Student Per Diems
Gifts & Donations
Food Service Assistance & Backup

Budget & Finance Specialist
Budget Reports/ Transfers
Grants Reporting
Position Control/PAR Processing
Indirect Costs
Accounts Receivable/Deposits
Journal Entry Processing
Medicaid Claims
Accounts Payable Assistance & Backup

Procurement Specialist
Procurement Compliance
Requisition Processing
Purchase Order Processing
Purchase Order Revisions
Staff Travel
RFP/IFB/Sole Source
Vendor Maintenance
Risk Management/Liability Claims
Audit Compliance Liaison
Budget & Finance Assistance & Backup