

# Business Services

## LAKE STEVENS SCHOOL DISTRICT

Educational Service Center | 12309 22nd Street NE | Lake Stevens WA 98258

Phone: 425-335-1500 | Fax: 425-335-1549

**Teresa Main**  
Assistant  
Superintendent  
x1503

**Allina Holmquist**  
Business  
Manager  
x1583

**Terri Smith**  
Admin Assistant/  
Purchasing Specialist  
x1644

**Anna Harrell**  
Fiscal  
Coordinator  
x1652

**Mary Beth Reichow**  
Accounts Payable  
Specialist  
x1512

**Kim Lilleskare**  
Accounts Payable  
Specialist  
x1603

**Kim Ostlund**  
Payroll  
Specialist  
x1609

**Michelle Williams**  
Benefits  
Specialist  
x1511

**Connie Tangen**  
Payroll  
Technician  
x1684

- Financial Mgmt
- Financial Reporting
- Enrollment
- Variance Hearings
- Budget
- Levies & Bonds
- Contracts
- PO Approval
- Audit
- Student Insurance
- Litigation
- Investigations
- Risk Mgmt
- Safety/Security Mgmt
- Data & IT Mgmt
- Student System Mgmt
- Health Services Mgmt
- Food & Nutrition Services Mgmt
- Facilities Mgmt

- Budget Prep
- Budget Transfers
- Budget Status Reports
- Financial Statements
- Notes & SEFA
- Investments
- Chart of Accounts
- Accounting
- Bank Reconciliations
- Grants Mgmt
- Bldg & Dept Budgets
- Employee Resources
- OP Training
- E-rate
- Audit Liaison
- InTouch Backup

- Vendor Mgmt
- W9s
- PO Prep & Processing
- P-Card Mgmt
- Scan Numbers
- Verizon Cell Phones
- Cart Orders
- Workroom Supplies
- Dept Calendar
- OP Training
- Shredding
- AP Backup

- InTouch Receipting
- NSF Checks
- Imprest Accounts
- Refunds
- Fee Schedule
- Billing & Accounts Rec
- Asset Mgmt
- Inventory & Surplus
- Impact Fees
- Project Accounting
- Project AP
- CP Budget Prep
- Scholarships
- InvestEd
- Records Mgmt
- Accounting Backup
- PO & AP Backup

- I-Z Accounts Payable
- 1099s
- Postage Machine
- PUD Import
- P-Card Reconciliation
- Energy Cap

- A-H Accounts Payable
- ASB & CP Tech Levy AP
- TVF & Trust AP
- ASB Budget Prep
- ASB Compliance
- ASB Internal Review
- Unclaimed Property
- Comp Tax
- P-Card Reconciliation

- Payroll
- Class & Sub Tsheets
- Class Leave
- Casual Labor
- Time & Effort
- Quarterly Reporting
- W2s
- Verify Employment

- SEBB Liaison
- SEBB Open Enrollment
- Retirement
- L&I Claims
- Payroll Deductions
- Garnishments
- Extended Leave
- State Reporting

- Cert & Sub Tsheets
- Cert Leave
- W4s
- Direct Deposits
- Verify Employment
- Grant Claims