

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

Debbie Havens
Admin Assistant/
Purchasing Specialist
x1644

Kim Lilleskare
Fiscal
Coordinator
x1652

Terri Smith
Accounts Payable
Specialist
x1512

Mary Beth Reichow
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
- Leases & SBITAs
- Bank Reconciliations
- Grants Mgmt
- Bldg & Dept Budgets
- Employee Resources
- OP Training
- Audit Liaison
- InTouch Backup

- Vendor Mgmt
- W9s
- PO Prep & Processing
- Procurement
- P-Card Mgmt
- Scan Numbers
- Cart Orders
- Workroom Supplies
- Trip Sheet Billings
- Dept Calendar
- OP Training
- Shredding
- AP Backup

- InTouch Receipting
- NSF Checks
- Imprest Accounts
- Refunds
- Fee Schedule
- Billings & Collections
- Asset Mgmt
- Impact Fees
- Project Accounting
- Project AP
- CP Budget Prep
- Scholarships Funds
- Records Mgmt
- ECEAP Fiscal Reports
- Accounting Backup

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

- 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
- 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
- Time & Effort