

Business Department

Executive Director of Business

Jane Nofziger jane.nofziger@albany.k12.or.us

Confidential Assistant to the Executive Director of Business

Lindsey Hart (lindsey.hart@albany.k12.or.us)

- Mileage/Travel Reimbursements
- Travel Reservations– All airfare, hotels over \$5,000, Travel paperwork
- Student Travel
- Copier Leases/Usage
- Amazon
- Budget Support
- Donation Receipts/Letters
- District W-9 copies
- Procurement Cards
- Contract management
- COSA Memberships
- Asset Management
- Notary

Assistant Business Manager

Lindsey M. Hall (lindsey.m.hall@albany.k12.or.us)

- Office Manager Support
- Citrix/IV Support
- InTouch Support
- Journal Entries
- ASB Accounts
- School Grants
- Credit Applications
- Budget Code additions
- Audit support
- Budget Support
- State Procurement
- NSF Checks
- Prepare/generate invoices
- Bank Reconciliation

Accounts Payable/Bookkeeper III

Barb Magnuson (barb.magnuson@albany.k12.or.us)

- Invoices (for payment, you must provide "ok to pay")
- Vendor management – you must provide a W-9 to add vendor.
- Check Requests
- Liability Account Balancing
- Costco Membership
- Mail Tally Sheets
- Petty Cash – Replenish
- Personal Reimbursements

Accounts Payable/Bookkeeper III

Thelma Hernandez (thelma.hernandez@albany.k12.or.us)

- Bank Deposits
- Credit Card Refunds
- Bond Accounts Payable
- InTouch Receivables
- Deposit Corrections
- Petty Cash – Beginning and end of year closeout
- Mealtime Support
- Accounts Payable Support

Confidential Payroll Specialist Lead

Alisa Dahlquist (alisa.dahlquist@albany.k12.or.us)

- Payroll processing
- TimeClock Plus (Transportation)
- Direct Deposit
- Positions and pay
- State and Federal Tax withholdings
- Payments for clinical teachers (lead teacher who supervised the student teacher)
- Pay draw requests
- W-2 processing

Accountant/Payroll Specialist

Katie Yencopal (katie.yencopal@albany.k12.or.us)

- Benefits (Insurance)
- HSA/HRAs
- Payroll deductions (TSA's, insurance)
- Leave accounting
- Leave requests-sick (Family Medical)
- ACA processing

Accountant/Payroll Specialist

Julie Mayfield (julie.mayfield@albany.k12.or.us)

- Pay draw requests and processing
- PERS (Classified employees)
- PERS reconciling
- Tax withholdings (Classified employees)
- Direct Deposit (Classified employees)
- Verification of employment
- Union dues
- Workers' Compensation
- Liability Insurance

Accountant/Payroll Specialist

Tranell Johnson (tranell.johnson@albany.k12.or.us)

- Exception Timesheets Processing
- PERS (Licensed employees)
- Verification of Employment
- Garnishments
- Game Duty Payroll
- Payroll Deductions (social funds, gym memberships)
- State and Federal tax withholdings (Licensed employees)
- Direct Deposit (Licensed employees)
- EduStaff billing
- Pay draw requests

Bookkeeper V – Medicaid Billing Specialist

Paula Demaris (paula.demaris@albany.k12.or.us)

- Medicaid reports
- SEAS DSCtop support
- Provider support (Medicaid)
- Medicaid billing support
- Student eligibility