



SNOQUALMIE VALLEY

SCHOOL DISTRICT

BUSINESS OFFICE | WHO TO CALL

This document is a generic task list and is not intended to be all-inclusive. If you have a question you don't see on the list pertaining to the finance department, please contact any of the above numbers. We will get you to the right person/department.

BUSINESS MANAGER

Christina Williams · (425) 831-8025 · williamsc@svsd410.org	
Internal Controls	Grant Management
Imprest Accounts	Building & Department Budgets
ASB Guidance	Audit
Chart of Accounts	PO Approvals
Budget Prep/Transfers/Status Reports	InvestEd
Financial Reporting/Statements/System Management	P-Card Account Management
Notes & SEFA	Secretary Training

ACCOUNTS RECEIVABLE

Laura Tautz-Hair · (425) 831-8044 · tautzhairl@svsd410.org	
Banking/Cash Reconciliation	SVSF Grants
A/R Invoicing	NSF Checks
InTouch/POS/Touchbase	Refunds

ACCOUNTS PAYABLE

Jennifer Gardner · (425) 831-8013 · gardnerje2@svsd410.org	
Vendor Management	BMO Payments
ASB/Capital Accounts Payable	Travel Cards
Capital Projects	Revolving Fund (Refund Requests)
RFP RFQ BID Documents	Accident/Incident Reports (Staff & Student)
DOR L&I Notice of Completion (NOC)	Business Office Forms
Certificates of Insurance	1099 Processing

Cortney Kari · (425) 831-8011 · kari@svsd410.org	
General Fund Accounts Payable	Business Credit Card (P-Card)
Purchase Orders	Service Contracts & Contractor Packets
Online/E-Commerce Ordering	Employee Reimbursement (ACH)

PAYROLL

payroll@svsd410.org	
Benefits SEBB	Worker's Compensation Claims
W-2s	Timesheets
1095s	Garnishments
Retirement	Skyward Time Off

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