



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT BUSINESS OFFICE TEAM

Megan Williams, Director of Administrative Services

- Responsible for business and financial operations
- Supervises business and accounting functions

mlwilliams@nwarctic.org

Extension 1819

Herman Barger, Accountant

Responsible for:

- Business and Payroll bank statements
- Student Activities bank statements
- Retirement contributions remittance SOA
- Grant financial reporting
- Assists with audit preparation
- Receivables and ACH receipts
- Deposit entry and adjustments
- Budget transfers
- Adjusting journal entries
- NSF checks

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Extension 1820

Brad Eisel, Purchasing Agent

Responsible for:

- Purchase orders and purchasing activities
- Bidding services
- Procurement compliance
- Vendor maintenance, including ACH
- Vendor 1099 setup and reporting
- Fixed Asset accounting
- Postage meter maintenance, rental and repair
- Copier maintenance and reporting
- Assists with resolving "receiving order" issues
- Impact Aid data collection and application
- Requisition training for iVisions Workflow users

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Extension 1822

Kim Rotman, Accountant

Responsible for:

- MOAs, lease, contract maintenance
- Electronic PCard statement processing
- Travel requests and authorization
- Charter, seat fare & freight payments
- Assists with budget and adjusting journal entries
- Assists with food service activities
- BMO Spend Dynamics access and training
- Assist with iVisions and workflow security and setup

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Extension 1826

Lois Booth, Accounts Payable Clerk

Responsible for:

- Check requests/direct pay requests
- Reimbursement requests
- NWAB check exchange
- Payroll emergency advances
- Reconciliation of vendor statements
- Bank deposits
- PCard paper statements, payment and support

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Extension 1821

Rosie Garoutte, Payroll Officer

Responsible for:

- Certified payroll
- Payroll benefits and deductions
- Employee leave
- Voluntary payroll deductions
- W-2 Reporting
- Quarterly tax reporting
- Unemployment reporting
- Electronic payroll deposits
- State retirement contributions
- Board of Education payroll

rgaroutte@nwarctic.org

Extension 1823

Roberta "Peta" Gregg, Assistant Payroll Officer

Responsible for:

- Classified Payroll
- Payroll benefits and deductions
- Employee leave
- Employment verifications
- Voluntary payroll deductions
- IRS payroll deductions & submission
- AFLAC administration
- Levies, garnishments and court ordered deductions
- Kronos administration

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Extension 1827

Amanda Kenworthy, Accounting Technician

Responsible for:

- Main phone receptionist
- Per Diem advances
- Reconciled TR payments
- Utility payments
- Phone, long distance and internet payments
- Fuel payments & fuel delivery reporting
- Ravn invoice payments
- Recording of cash receipts
- Postage meter and postage reserve account payments
- USPS postage account administration
- Incoming and outgoing mail
- Distribution of correspondence: regular, inter-office, site

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Extension 1828

Amber Colvin, Food Service Technician

Responsible for:

- Food service program activities
- Child Nutrition regulation compliance and reporting
- Food service production records
- Food service supply orders and inventory
- USDA food reports and orders
- SERRC After School Snack Program
- Fresh Fruits & Vegetables program activities
- NMS contractor invoice processing
- Maintain and report meal counts and claims
- Monitor employee account balances and oversee billing
- Administration of credit card payments received
- PrimeroEdge administration
- RevTrak administrator

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Extension 1824