

# Business Office Services

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## What we do:

Berrien RESA's Business Office works with department directors to create an accurate budget, bids out jobs/services and uses various reporting mechanisms to report financial data to federal, state and local governments. Team members process accounts payable and receivable using Skyward, answer local district questions relative to the Skyward system. Berrien RESA contracts with local school districts to provide payroll, accounts payable and food services upon request.

They also work with the Facilities and Operations Department to maintain a safe, clean, functional environment for students, staff and the community. Additionally, the Business Office oversees the district's food service program to ensure compliance of federal and state guidelines.

The Business Office is also responsible for supporting local districts' pupil accounting questions and administers the State School Aid Act's mandated Michigan Department of Education pupil membership audit.

## We are here for you!

- Oversees the budgeting process
- Oversees the bid process
- Financial/Transparency Reporting
- Accounts Payable/Receivable
- Oversees Facilities and Operations
- Oversees Food Service (both internally and for local districts)
- Skyward support
- Payroll services
- Accounts payable services
- Pupil accounting support and pupil membership audits for local districts



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## Meet the Team:

### **Scott Knoll**

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Payroll Specialist

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### **Sonya Schultz**

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### **Shelly Anderson**

Pupil Accounting Auditor

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### **Nondiscrimination Clause/Title IX**

*It is the policy of the Berrien Regional Education Service Agency not to discriminate in its policies and practices with respect to compensation, terms, or conditions of employment because of an individual's race, color, religion, sex, national origin, height, weight, marital status, political belief, genetic information, disability or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.*

Lynda Hurlow, Executive Director of Human Resources, Berrien RESA, 711 St. Joseph Avenue, Berrien Springs, MI 49103

For procedural information, please review NEOLA Board Policy No. 2260.

This document was designed in an effort to meet Berrien RESA Strategic Plan Goal 2 (I-A): Create community connection materials to cultivate and strengthen relationships between Berrien RESA and constituent groups.