Fiscal and Business Services

Administrator
Kay Erickson

Deputy Administrator
Carey Thompson

Administrative Services

- LAN support for FABS & DO
- Records management
- FABS administrative support

Budget & Procurement Services

Budget

- Budget preparation and execution
- ORBITS
- PICS
- Financial performance reporting
- Liaison with DAS, BAM & LFO
- Fiscal impact statements
- Permanent finance plans
- E Board requests

Procurement

- Purchasing
- Contracting
- ORPIN
- ADPICS

Accounting & Payment Services

Accounts Payable

- Vendor payments
- Travel
- Petty cash

Central Accounting

- Chargeback reports
- Quarterly financial statements
- Annual accounting reports
- Federal grants
- R*STARS
- SFMS

Payroll & Benefits

- Timekeeping
- Furlough tracking
- OSPS
- Employee benefits

Revenue Services

Cashiering

- Receipts
- Credit card payments
- Refunds/reclasses
- CARS/Creditron
- PCI compliance

Collections

- Delinquent accounts
- NCE claims costs and fines
- Civil penalties
- WCTAX, WBF Tax, REVQ
- DOR/outside collections agencies

Workers' Benefit Fund Assessment

Account Resolution

- Works with DOR & OED to ensure payroll taxes are accurately posted to appropriate agency

Audits

- Audits employer accounts to verify correct reporting of WBFA

Revised: Thursday, February 23, 2012