

Accounting Department Contacts

Dr. Lisa Gonzales, Executive Director of Finance and Operations

Executive Director Finance

360-965-0000 lisa_gonzales@msd25.org

Susan Halliday

Budget / Accounting Manager

360-965-0099 susan_halliday@msd25.org

- Budget questions and reports
- Account codes and corrections
- Class Overload
- Weighted Overload
- Journal Entries
- Theft or Loss of District Money- Report immediately
- Time and Effort- Federal grant certification generation
- Questions regarding Financial Statements, State, Federal, and Accountability Audits
- Problems with Accounts Payable, Accounts Receivable, or Budgets

Monica Sandoval

Grants Manager

360-965-0114 monica_sandoval@msd25.org

- Grant Administration Process (Pre-Post)
- Grant Management & Support
- Develop Grant Budgets
- Grant Account Code Questions
- Synthesize Grant Information
- Generate Grant Fiscal Reports

Donna Foss

Accounts Payable Technician

360-965-0091 donna_foss@msd25.org

- Accounts Payable - General Fund (Vendors O - Z)
 - Accounts Payable - Capital Projects
 - Time & Effort - Collect Certifications
 - Accounts Receivable - Bill Generation
- (For Invoices and questions about Facility Rental Agreements, contact Linda Partridge)

Jenny Bosket

Accounts Receivable

360-965-0096 jenny_bosket@msd25.org

- Cash Receipting (InTouch) & payments by phone
- Accounts Receivable
- General & Food Service Daily Bank Reconciliations
- Priors
- Impact Aid reporting - Address verifications, Military, Tribal, Low Income, etc
- Fines (InTouch)

Tami Rice

Accounts Payable Technician

360-965-0090 tami_rice@msd25.org

- Accounts Payable - General Fund (Vendors A - N)
- Accounts Payable - ASB (All Vendors)
- Invest Ed
- KeyBank Imprest Account Questions- Positive Pay
- Inventory and Imprest Account Reconciliation Collector
- P-Cards invoice processing and payments

(Contact RaeDeene in Purchasing for questions regarding JP Morgan login, card issues or purchasing questions)