

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: July 27, 2021

SUBJECT: Business Manager

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Cat Doty, Administrative Services/HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Jessica Garnica as the Business Manager at an annual salary of \$70,000 (pro-rated) plus benefits consistent with PA ACT 93 (Business Manager Benefit and Compensation Plan) effective on or after August 3, 2021.

The following notable points are offered regarding Ms. Garnica:

Ms. Garnica has over 10 years of working experience in the accounting field.

Mrs. Garnica has experience in the PA School System.

- ✓ Ms. Garnica served the Erie Catholic Preparatory School as the Assistant Business Manager where she:
 - ✓ Handled Payroll, generated monthly budget reports, completed monthly bank reconciliations, and reported quarterly sales tax and UC reports
 - ✓ Assisted the Vice President of Finance and Operations with budgets as needed
- ✓ Ms. Garnica served the Erie Public Schools as a Staff Accountant where she:
 - ✓ Performed all general ledger functions in accordance with Federal, State, GAAP and GASB Guidelines
 - ✓ Generated monthly Secretary's Report (P&L) to present to the board
 - ✓ Assisted with the Chart of Accounts to properly classify expenditures in accordance with the State reporting requirements
 - ✓ Prepared Quarterly reporting of EIT, LST, Unemployment, SSR, 941, and various Grants
 - ✓ Completed Bank Reconciliations, reconciled accounts receivables, released weekly payroll
 - ✓ Invoiced and reconciled Collegiate Academy tuition payments from out of district students
 - ✓ Managed recurring payments, ie. Bond payments, self-insurance, and worker's comp
 - ✓ Assisted controller with budget and other financial duties
- ✓ Ms. Garnica computer/software skills match well with ECTS usage noted experience with:
 - ✓ Blackbaud, ECCA, Microsoft Excel, Word, Power Point, Outlook, and Access
- ✓ Ms. Garnica holds the following credentials:
 - ✓ BS in Business with concentration in Accounting (BSB/ACC)
 - ✓ AA Associate of Arts in Accounting (AAACC)

RECOMMENDATION:

Motion to hire Jessica Garnica on or after August 3, 2021, based on the salary of \$70,000 per year.