



YUKON KOYUKUK SCHOOL DISTRICT

BUSINESS OFFICE TEAM

Phone: 907-374-9400

Fax: 907-374-9442

Heather Heineken, Chief Financial Officer

Responsible for:

- All business and financial operations and reporting
- Supervises business and accounting functions
- Financial Audit
- Budget

Phone: 907-374-9409

Email: hheineken@yksd.com

Andie Levesque, Assistant Controller

Responsible for:

- Supervises Raven Homeschool business processes
- Raven family unexpended funds calculation and requests processing
- Review and approve Raven purchase requisitions
- Impact Aid data collection
- Bank reconciliations
- Receivables and ACH receipts
- Student Activity accounts and teacher allotments
- Business Office contact for Raven Homeschool questions

Phone: 907-374-9448

Email: alevesque@yksd.com or accounting@ravenhomeschool.com

Patty Hill, Human Resources Supervisor

Responsible for:

- Personnel Action forms
- Hiring procedures
- Employee benefits
- Workers' compensation
- Federal and State FML
- Job postings
- Mandatory employee training
- pCard training
- BMO Spend Dynamics access & training
- Online Leave Request System support & training

Phone: 907-374-9417

Email: phill@yksd.com

Kathy Steckel, Payroll and Benefit Specialist

Responsible for:

- Certified and Classified payrolls
- Employee leave
- TRS and PERS retirement reporting
- Tax reporting, including quarterly reports and W-2 processing
- Employee wage verifications
- Payroll benefits & deductions
- Union dues
- Sick Leave bank
- iVisions ESS Employee Portal assistance
- Online Time & Attendance System support & training

Phone: 907-374-9498

Email: payroll@yksd.com

Rachel Spencer, Food Service Specialist

Responsible for:

- Food service program activities
- Maintain accounting for food service inventory
- Provide in-service training for all food service personnel
- Ensure child nutrition regulation compliance

Phone: 907-374-9414

Email: rspencer@yksd.com

Vacant, Accounting Technician

Responsible for:

- Raven family files
- Raven family allotments
- Raven family reimbursements
- Process Raven internal payments

Phone: 907-374-9408

Email: serickson@yksd.com or accounting@ravenhomeschool.com

Kyle Crane, Accounts Payable Tech

Responsible for:

- Vendor payments other than Raven family reimbursements
- Travel and per diem payments
- pCard statement, payments and support
- Petty cash distribution and reconciliations

Phone: 907-374-9429

Email: kcrane@yksd.com or accountspayable@yksd.com

Victoria Patsy, Accounting Tech

Responsible for:

- Purchase orders and purchasing activities
- Vendor file setup and maintenance
- Bank deposits and cash receipts
- Fixed Asset inventory
- Field Trip Logs
- RevTrak accounting & support
- 1099 reporting
- iVisions support/help desk

Phone: 907-374-9438

Email: vpatsy@yksd.com or purchasing@yksd.com