

Staff Alliance Spotlight

Business Office

The Business Office consists of four people: 1) Ron Laher, VP for Administrative Services, 2) Karen Parriott, Business Office Director, 3) Trish Colby, Accounts Receivable Technician, and 4) Lisa Briggs, Accounts Payable Technician. Collectively, they have over 109 years of business experience.

Selected Business Office Highlights:

- Provide customer service to all members of the public including students; prospective students; guardians; employees; vendors; and city, state and federal agencies
- Maintain archive of imaged financial and budgetary documents (currently over 117,000 documents have been imaged)
- Maintain a chart of accounts including 12 funds, 15 locations and 950 departments
- During fiscal year 2016, the Business Office:
 - o Issued 8,238 cash receipts
 - o Issued 3,917 checks
 - o Processed 5,473 vouchers
 - o Issued 300 purchase orders
 - o Processed 779 journal entries
 - o Issued 1,619 tax forms
 - o Verified 973 inventory items totaling over \$4.2 million
 - o Verified over \$30.7 million in deposits and over \$27.4 million in withdrawals through various College bank accounts
 - o As the fiscal agent for BOCES, receipted and disbursed funds over \$1.48 million

Lisa, an EWC alumna, enjoys watching hockey and playing with her 2 grandchildren.

Trish enjoys watching detective shows and spending time with her 2 children.

Karen enjoys reading, gardening, and spending time with family.

