

Let's face it...

Resources are tight.
Expectations are huge.
Every day we do more with less.

What if you could
maximize
your potential
by focusing more
on what is most important to you?

Think of it...
You're upfront
focusing on
your core business.

We're in the background
providing the support.

Sound like a



idea to you?

SmART Services

Depending on needs and interests,
the SmART program can offer one or more
of the following services:

Human Resources

Vacancy Filling -

- Determining qualifications
- Posting and advertising
- Advising on contract provisions

Payroll -

- Overseeing payroll for accuracy
- Training on contract provisions
- Overseeing FMLA requests

Classifications -

- Making final class determinations
- Coordinating Hay Evaluations when necessary

Labor relations -

- Advising on labor relations, employee performance, behavior, or attendance issues

Financial Management Transaction Services

- Purchasing
- Payment processing
- Cash receipts
- Report distribution and review assistance
- Employee expense report processing
- Expenditure corrections/Expense transfers

Budgeting

- Annual budget assistance
- Biennial budget assistance
- Report distribution and review assistance

Other services may be available as requested.
Please contact us!



How we'll meet our goals

- By learning and understanding our customers' operations, we will provide leadership, guidance and be a valued resource.
- By offering sound policy advice, our customers will be able to make wise and informed decisions.
- By meeting Human Resource needs in an efficient and effective manner, our customers will have a greater capacity to succeed in their core businesses.
- By assisting our customers in developing and monitoring budgets, financial accountability will be enhanced.
- By providing timely, accurate and efficient transaction processing, customers will be able to focus on their core business operations.

For more information about financial services, call 651-201-2527. For more information about Human Resources services, call 651-201-2626.



Our Mission:

To provide business support services that enable customers to focus on their core business

Our Goals:

To provide customers with valuable business support services

To be recognized for our customer service and expertise

To provide accurate, timely and compliant services