

Good evening,

January went by smooth as I continued to settle into my new role. I am gaining a stronger understanding of my daily responsibilities. I am working on different routines to see which works best for prioritizing time management and overall efficiency. Over the past month, I have completed a Personnel Management class along with some Legit webinars. I worked on the W-2's, W-3's, and quarterly reports. I have also been actively working on the EAS program, with efforts to include Aniak, while staying on top of the budget report, bank reconciliations, accounts payable and payroll. I appreciate all the support from Missy and Morgan and look forward to another productive month.

- Maciel John