

ADMINISTRATIVE OFFICE DUTIES AND RESPONSIBILITIES

PAYROLL

PERSONNEL ISSUES

TRAVEL

AMEX

OUT OF STATE COORDINATOR

PROCESS REFUNDS

PURCHASE ORDERS

TRACK FUNDS, CODING

CASH RECEIPTS

PAYMENT VOUCHERS

CODING, DATA ENTRY, MAIL CHECKS

VENDOR ISSUES

OBTAIN QUOTES, PAYMENTS DUE, SALES CALLS

INVENTORY REPORTING

ALL ITEMS >\$500

OFFICE EQUIPMENT TROUBLESHOOTING

OFFICE SUPPLIES, COPY PAPER, LETTERHEAD

ORDER CONTRACT, OBTAIN QUOTES, STOCK AND SUPPLY AS NEEDED

RECEPTIONIST PHONE RELIEF SCHEDULING