POSITION DESCRIPTION
Administration Manager

DAILY

Check and reply to E-mails in the morning and periodically throughout the day.
Pull up CAAW and PPI daily transactions on Wells Fargo online.
Enter daily transactions for CAAW and PPI into QB online.
Review and code all invoices.
Handle all Administration, Payroll and Bookkeeping issues.
Ongoing Cash Flow Management (CAAW and PPI)
Oversee Bookkeeping Activity (CAAW and PPI)
Update Google Calendar
Answer Sales call overflow (4th ring) and take messages, as needed.
Monitor CAAW e-mail throughout the day

WEEKLY

Payroll – review and submit by Wednesday at noon.
Read Positive Comment cards in the morning meeting.
Review CAAW Kingwood Royalty report
Review 401K contribution report
Review Marblelife Royalty report
Review Referral Certificates and sign
Attend Marketing meeting (every two weeks on Tuesday).

MONTHLY

Sales Tax compilation and online payment
Review Bank and Credit Card Statement Reconciliations (CAAW and PPI).
Accounts Receivable review.
Print out and Review P&L and Balance Sheet reports (CAAW and PPI). E-mail owner and managers with analysis.
Review 'Referral Source Report' and 'Revenue by Service Report' for prior month. E-mail owner and managers with analysis.

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Review Home Services Review and Best Pick Reports invoices. E-mail owner and managers with analysis.
Make Healthequity H.S.A. payment online on the 10th of every month (see 'CAAW – Healthequity – Monthly H.S.A. contribution procedure'.)
Vendor Invoice Reviews: United Healthcare, AT&T, Wright Express, Century Supply, Home Services Review, Best Pick Reports, Credit Card Processing statements, etc.
Review VIP Clients. Make sure payments are up to date.
Coordinate Monthly mailers for CAAW and PPI.
E-mail Marketing Reps 'CAAW Referral Source report – for Marketing Reps'.

QUARTERLY

Review all loan balances and verify accuracy.

AS NEEDED

Misc projects as needed
CAAW Kingwood Franchise issues and payments
Administration Manual – updates and compilation
Employee Handbook – updates and compilation
Angie's List e-mail requests
Update Current Procedures
Update Reference List
Add and Delete drivers on Wright Express, www.wexonline.com .
Replace or Add EZ Tags
Run pre-employment Background searches
Vendor analysis
Oversee PCI Compliance issues

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YEARLY

Health Insurance Open Enrollment – September

Supplemental Benefits – Open Enrollment in June (Allstate) and September (Guardian)

General Liability Insurance Audit – October

Worker's Comp Insurance Audit – October

Budget Planning – November, December

Year End Bookkeeping – January, February, March, April

Business Personal Property Renditions – March, April

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