What Does Lauren Do?

Category	Task Description
Financial Management	Warrant processing
Financial Management	Banking - deposits, account management
Financial Management	Budget research and development
Financial Management	Checking account reconciliation
Financial Management	Online payment management
Financial Management	Accounts Payable Contact Information
Financial Management	Accounts Receivable
Financial Management	Online and auto payment tracking
Financial Management	Monthly Financial Reports
Financial Management	Audit preparation
Financial Management	QuickBooks Entries, changes, backup
Financial Management	Purchase Requisitions
Office Administration	Researching Prices, purchase supplies
Office Administration	Coordinate and oversee contractors
Office Administration	Organizing all aspects of the office
Office Administration	Assist hiring process research, onboarding, & term
Office Administration	Assisting Risk Pool as needed
Office Administration	Taking Inventory/monitoring supplies
Office Administration	Maintain office equipment
Office Administration	Correspondence of various kinds
Office Administration	Meeting Setup & Tear Down
Office Administration	Scheduling maintenance and repairs
Office Administration	Tracking deadlines for compliance
Office Administration	Calendar of events
Convention	Website Information
Convention	Payment Processing online, checks & cash
Convention	Payment refunds and reimbursements
Convention	Pay Vendors
Convention	Payment Processing Tracking
Convention	Attendee Registration
Convention	Vendor Registration
Convention	Online & paper form creation/managmt
Convention	Develop Event Schedule
Convention	Retirement Plaques
Convention	Evaluation Forms including creation, collection, compilation & distribution
Convention	Thank you notes to vendors and speakers
Convention	Coordinate with venue
Convention	Speaker bios, pictures and session descriptions
Convention	Program material Collection - Ads
Convention	Coordinate speaker needs, audio/visual
Convention	Coordinate on and off site activities
Convention	Invitations to vendors, follow up, etc.
Convention	Soliciting Sponsors for activities, speakers, etc.
Convention	Convention Program design, print, and assemble
Tax Reporting	W-9s request and management

Tax Reporting	Quarterly Wage Reports for Unemployment
Tax Reporting	Verify Payroll Payments 941, etc.
Tax Reporting	State reporting and filing
Tax Reporting	1099s issue and file with the IRS
Data Management	Contact Information
Data Management	Maintain and Update Policies
Data Management	Maintain and Update Procedures
Data Management	Gather, organize and upload documents
Data Management	NACo Roster of Maine county employees
Data Management	Update, compile, publish, print and post the Directory of Maine Counties
Data Management	Digital Archiving & Records Retention Schedule
Event Planning	Maine County Government Day
Event Planning	Annual meeting planning
Event Planning	Ad hoc committee meetings
Event Planning	Convention organization and management
Event Planning	Association mtg hosting as needed
Event Planning	Summer retreats
Event Planning	Newly elected official training
Event Planning	Other meetings, Trainings, & Events
Communications	Email, Board of Director updates
Communications	Newsletter featuring county news
Communications	Snail mail incoming/outgoing
Communications	Letters, official correspondence
Online Presence & IT	Website posting
Online Presence & IT	Social media management
Online Presence & IT	Attend various meetings and events
Online Presence & IT	Phone/cell phone/text
Online Presence & IT	Domain Registration
Online Presence & IT	Web host management
Online Presence & IT	Firewall Management
Online Presence & IT	Manage email accounts, cloud backup
Online Presence & IT	Website management, design, content updates
Online Presence & IT	Maintain virus protection, update/run weekly
Online Presence & IT	Software applications purchase & updates
Online Presence & IT	Maintain online calendar
Online Presence & IT	ADA Document Compliance & Accessibility
Documentation	Maintain meeting documents
Documentation	Draft and maintain meeting minutes
Documentation	Directory publishing & ongoing updates
Documentation	HR - changes, benefits, payroll, insurance, etc.
Documentation	Contact Info for county officials
Documentation	Assist in developing & implementing policies and procedures
Documentation	LPC bill tracking posting, legislative calendar, updates
Documentation	Maintain copies of official documents
Organizational Liaisons	Liaison for local county associations
Organizational Liaisons	Liaison for contracted lobbyist firm (Verrill)
Organizational Liaisons	Liaison for the Spirit of America Foundation
Organizational Liaisons	Liaison for the National Association of Counties (NACo)