

What Does Lauren Do?

Following are examples of some tasks:

Financial Management	Warrant processing	Tax Reporting	W-9s request and management
	Banking - deposits, account management		Quarterly Wage Reports for Unemployment
Office Administration	Budget research and development	Data Management	Verify Payroll Payments 941, etc.
	Checking account reconciliation		State reporting and filing
	Online payment management		1099s issue and file with the IRS
	Accounts Payable		Contact Information
	Accounts Receivable		Maintain and Update Policies
	Online and auto payment tracking		Maintain and Update Procedures
	Monthly Financial Reports		Gather, organize and upload documents
	Audit preparation		NACo Roster of Maine county employees
	QuickBooks Entries, changes, backup		Update, compile, publish, print and post the Directory of Maine Counties
	Purchase Requisitions		Maine County Government Day
Convention	Researching Prices, purchase supplies	Event Planning	Annual meeting planning
	Coordinate and oversee contractors		Ad hoc committee meetings
	Organizing all aspects of the office		Convention organization and management
	Assist hiring process research, onboarding, & term		Association mtg hosting as needed
	Assisting Risk Pool as needed		Summer retreats
	Taking Inventory/monitoring supplies		Newly elected official training
	Maintain office equipment		Other meetings, Trainings, & Events
	Correspondence of various kinds		Email, Board of Director updates
	Meeting Setup & Tear Down		Newsletter featuring county news
	Scheduling maintenance and repairs		Snail mail incoming/outgoing
Office Administration	Tracking deadlines for compliance	Communications	Letters, official correspondence
	Calendar of events		Website posting
	Website Information		Facebook management
	Payment Processing online, checks & cash		Attend various meetings and events
	Payment refunds and reimbursements		Phone/cell phone/text
	Pay Vendors		Domain Registration
	Payment Processing Tracking		Web Host management
	Attendee Registration		Firewall Management
	Vendor Registration		Manage email accounts, cloud backup
	Online & paper form creation/managmt		Website management, design, content updates
Convention	Develop Event Schedule	Website/FB/IT	Maintain virus protection, update/run weekly
	Retirement Plaques		MCCA Facebook management and updates
	Evaluation Forms online and on paper including creation, collection, compilation & distribution		Software applications purchase & updates
	Thank you notes to vendors and speakers		Maintain online calendar
	Coordinate with venue		Maintain meeting documents
	Speaker bios, pictures and session descriptions		Draft and maintain meeting minutes
	Program material Collection - Ads		Directory publishing & ongoing updates
	Coordinate speaker needs, audio/visual		HR - changes, benefits, payroll, insurance, etc.
	Coordinate on and off site activities		Contact Info for county officials
	Invitations to vendors, follow up, etc.		Assist in developing policies and procedures
Convention	Soliciting Sponsors for activities, speakers, etc.	Documentation	LPC bill tracking, legislative calendar, updates
	Convention Program design, print, and assemble		Maintain copies of official documents