



**PROJECT LIST for Dena Florez, Office Manager Administration & Services
For: July 2017**

The duties listed below represent the day to day tasks involved in the daily operations of ASI. Special Projects are listed below.

Audit

- Working with Business Financial Services (BFS) to finalize accrual list for 2016-2017, then ensure the accrual list is processed before August 2017.
- Office Inventory List
- Compile and submit 2016-2017 Board of Director Minutes

Office Reorganization

- Coordinate the final work to be done. (front desk, student staff area, and space 1).
- Redo the locks (again).

Student Staff Evaluations

- Schedule and complete the 30 day evaluation of:
 - o Christopher Cardona
 - o Christina Mia Mendez (Tina)
 - o Trudy Santos

Process GIA – Summer Distribution I

- Process Coordination of Aid Forms (currently waiting for Student Financial Services)
- Setup GIA Worksheet for Secretary Treasurer

Ticket & Sales Audit

- Training Natalia to coordinate the monthly processing of the Ticket and Sales Audit in the format provided by BFS.

US Bank

- Manage the weekly process of the US Bank
- Reconcile the US Bank on monthly basis.

Travel

- Process the upcoming ASI Travel
 - o CSSA Long Beach
 - o CS Unity – Fresno
 - o NASPA (Trip: November 2017)
 - o AOA (Trip: January 2018, registration opens August 1).
- Close out all June 2017 Travel
- Complete the reconciliation travel for 2016-2017

Vice President Finance – (biweekly basis)

- Finance Meeting Agenda
- Finance Subcommittee
- Manage Club Funding Requests
 - o Award Letters
 - o Detail Tracking of all funding requests
 - o Work with ASI VC Finance to ensure all Funding Requests are complete
 - o Add completed ones to the agenda
 - o Upload Funding Requests to the website.



Meetings:

- Recording Secretary
 - o Personnel
 - o Executive
 - o Strategic Planning
 - o Finance (attend only)
- Manage the completion of the minutes – 2016-2017
 - o Personnel
 - o Executive
 - o Strategic Planning
 - o Finance
 - o Board of Directors
- Work with Executive Director's Administrative Assistant on the certification of minutes.
- Meeting with Executive Director (one on one) – Wednesdays (bi-weekly)
- Office Staff Meeting – Pro Staff – Thursday's (biweekly)

Other:

- Manage & Approve the Request for Payment Process (RPP)
- Hospitality Requests



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