



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

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

Audit

- Review of the Financial Statements

Office Reorganization

- Schedule the removal of furniture.
- Working on additional chairs
- Coordinating a re-wiring of the office space.
- Updating the phones (\$\$ savings)

Student Staff Evaluations

- Work with Intef on updating Policy 115.
- Student Evaluations
 - o Jacqueline Stepanian

Process GIA – Fall Distribution I

- Begin the process for Process Coordination of Aid Forms for the new members. And preparing the Fall (currently waiting for Student Financial Services)

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 Fullerton
 - o NASPA (Trip: November 2017)
 - o AOA (Trip: January 2018, registration opens August 1).
- Continued work on closing & reconciliation of 2016-2017

Vice President Finance – (biweekly basis)

- Finalize Finance Meetings Minutes for meeting on September 1, 2017

Meetings: (to begin this semester)

- Recording Secretary
 - o Personnel
 - o Executive
 - o Strategic Planning
 - o Finance (attend only)
- 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

Tel: (323) 343-4780

Fax: (323) 343-6415

www.calstatela.edu/asi

5154 State University Drive, Room 105
Los Angeles, California 90032