



**PROJECT LIST for Dena Florez, Office Manager Administration & Services
For: March 2018**

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

Finance

- Review the monthly financials

US Bank

- Manage the weekly process of the US Bank
- Oversee the reconciliation of the US Bank
- Overseeing the submittal of past US Bank weekly charges.
 - We are now current with all US Bank

ASI Benefits

- Work with the Assistant of Director of Operations in regards to processing Payroll & Benefit invoices.

Travel

- Processed the upcoming Travel of
 - Advisors Summit – Sacramento – March 10
 - CSSA/CHESS Sacramento – March 8-11
 - How Design Live Conference – May 6-11
- Supervise the completion of outstanding Travel Claim(s)

Discounted Tickets Sales

- Oversee the monthly Ticket Sale Reconciliation.

Vice President Finance – (biweekly basis)

- Work with Vice Chair to review the Club Funding Requests.
- Oversee the posting of the Agenda, and other documents for the Funding Committee & Finance Committee.

Meetings: (to begin this semester)

- Recording Secretary
 - Personnel
 - Executive
 - Strategic Planning
- Finance
- Funding Committee
- ASI Secretary/Treasurer, Exec Director Strategic Planning
- Ad Hoc – Referendum
 - Other meetings to include:



- Administrative Meetings with Assistant to the Director of Operations
- Director of Operations
- Pro Staff Meetings –Thursday’s (biweekly)
- All Staff Meetings (Pro Staff & Student Assistants – Wednesday, September 26, 2018)

Other:

- Updating ASI Policies – Currently on Finance
 - Policy 205 – Asset Management
- Manage & Approve the Request for Payment Process (RPP)
- UAS Hospitality Requests

CSSA – April 2019 – LA

- Securing the Hilton Hotel Contract
- Working with Hospitality for Saturday and Sunday meals
- Working with Parking
- Working to get snacks donated for event