Administrator Duties

Daily Tasks Checklist

_ Check all email accounts and reply / forward as needed

_ Check voice mail record, return and or deliver messages

_ Print and file correspondence as needed

_ Check post office to pick up the mail, preparing and sending out district mail

_ Bookkeeping duties – entering bills and invoices in QuickBooks, making deposits, ect.

_ Public Relations – meet and greet people entering the office and offer to help direct them to who they need.

_ Check the district computer for updates and install as needed.

_ Post on the door when out of the office

_ Other secretarial duties such as filing reports, district records, ect..

_ At close of business make sure all doors are locked, lights off and if NRCS staff is out place the out of office clock and note on the door.

_ Make a weekly To Do list

_ Make a weekly backup of all QuickBooks accounts

Monthly Task Checklist

_ Post Board Meeting Notice 1 week prior to the meeting date. Take agenda items up to 48 hours before the meeting.

_ Use the Board Meeting checklist for the monthly meeting; be sure to send packets out 1 week prior to the meeting date via the mail.

_ Request all employee timesheets to be submitted by the close of business on the last day in the pay period.

_ Use Payroll Logbook to complete and submit monthly payroll and process liabilities.

_ Reconcile both bank accounts, print reconciliation reports and file.

_ After the Board meetings prepare and send out bills and reports.

_ Update payroll logbook with the appropriate documents.

_ File all district records in appropriate files

_ Make a backup of the district laptop files on the external hard drive.

Quarterly Task Checklist

_ Use the Quarterly Grant report checklist to complete the districts quarterly reports.

_ Use the Quarterly Liabilities Checklist and the Payroll Logbook to complete the districts quarterly reports. Run Payroll journal (from Quickbooks) for the quarter and file in quarterly reports file.

_ Prepare a leave report for all employees for the Board to review. Also prepare a report of the associated costs with the leave balances for the Board to review. If you have additional employees prepare the reports for each individual employee and also share with their boards.

Annual Task Checklist

_ Run and print payroll information out of QuickBooks for W-2 and 1099's.

_ Order any forms needed from the IRS.

_ **Prepare W-2 and review send out to employees by January 31st**

_ **Submit W-2 & W-3 to the SSA via paper by February 28th or Electronically by March 31st**

_ **Prepare 1099's and send out to contractors by January 31st.**

_ **Submit 1099's & 1096, MW-3, and a copy of W-2's to the state by February 28th.**

_ **Submit W-2, W-3, 1099's, 1096 to the IRS by February 28th**

_ **Send out new W-4's to each employee with their W-2's**

_ **Update any employee records once forms are returned.**

_ **Update Unemployment rate every July 1st.**

_ **Update PERS Contribution Rates every July 1st.**

_ **Update Social Security & Medicare Rates as instructed.**

Run Payroll journal (from Quickbooks) for the year and file in Tax file.

*** Please note to check with each entity as these dates are subject to change. ***