

**OFFICE OF THE GOVERNOR
POSITION DESCRIPTION**

Position Title: Administrative Assistant

- Provide clerical and administrative support for the Director of Administration and the Director of Community Service (copying, faxing, typing, scheduling, etc)
- Distribute faxes from the office fax machine
- Process travel requests for Governor's Staff
- Pay invoices for Governor's Staff and the mansion
- Mail vendor checks
- Process travel vouchers for the Governor's staff and the mansion
- Maintain travel file
- Maintain/order supplies for the Governor's office and mansion
- Prepare receptionist (office and mansion) phone relief schedule with approval from the Director of Administration
- Assist in payroll in the absence of the Director of General Services
- Other duties as assigned by the Director of Administration
- Report to the Director of Administration

**OFFICE OF THE GOVERNOR
POSITION DESCRIPTION**

Position Title: Accountant

- Maintain petty cash fund for mansion
- Approve payment vouchers in Director of Administration absence
- Process invoices and PO's and mail checks for Governor's office and mansion (Vendors beginning with A-M)
- Process travel vouchers for Governor's office and mansion (Staff members last names beginning with A-M)
- Maintain office and mansion budgets
- Apprise Director of Administration of potential office and mansion funding issues
- Produce monthly financial reports (month end SAAS report and Open PO report) for Director of Administration review
- Process any necessary JV's
- Assist Director of Administration with preparation of office and mansion budget
- Prepare/track budgets for Funds 2104, 2106, 2107 and 2031 for Director of Administration review
- Maintain/process Veteran's Transition Program funds/payments
- Closeout Fiscal Year End
- Other duties as assigned by the Director of Administration
- Report to the Director of Administration

**OFFICE OF THE GOVERNOR
POSITION DESCRIPTION**

Position Title: Receptionist

- Answer the phone for the Governor's Office
- Greet/direct visitors as they enter the Governor's reception area
- Coordinate/distribute faxes
- Other duties as assigned by the Director of Administration or Chief of Staff
- Report to the Director of Administration