

JOB TASKS
ITS/ACCOUNTING ADMINISTRATOR

1. Maintenance/support on all computer equipment - includes servers and desktops.
2. Daily backup servers.
3. Liaison with DFA ITS.
4. Ensure maintenance agreements on equipment remain current.
5. Vendor contact for copiers.
6. ITS contact person for telephones and computers – including new cable needs, phone moves, phone additions/deletions, voice mail, and calling cards.
7. Maintain/update Governor's Office inventory.
8. Coordinate office moves.
9. Process invoices and travel reimbursement.
10. Maintain adequate level of supplies in basement storage room and 15th floor copy room. As needed, inform Director of Administration's Administrative Assistant of needed supplies.
11. Maintain Intern files including processing each Intern's pay at the end of the semester.
12. Other duties as assigned.