|  |  |  |
| --- | --- | --- |
| **Finance** | | |
| Payroll |  | Denise |
| Time Reporting |  | Denise/Kathryn |
| Expenses |  | Denise/Kathryn |
| Benefits Inquiries |  | Denise |
| 401k |  | Denise |
|  |  |  |
| **Contracts** | | |
| MSA |  | Theresa/Denise |
| NDA |  | Theresa/Denise |
| SOW |  | Theresa/Denise |
| Employment Agreement |  | Theresa |
| Subcontract Agreement |  | Theresa |
|  |  |  |
| **Internal Operations / Administrative** | | |
| Goals |  | Kerry |
| Internal Initiatives Tasks (bench) |  | Kerry/Theresa |
| Legal |  | Kerry |
| Recruiting/Referrals |  | Theresa/Kerry |
| Onboarding |  | Theresa |
| Business Cards |  | Theresa |
| Resumes & Bios |  | Theresa |
| Project Close Summaries |  | Denise |
| Booking Office Space |  | Theresa |
| Social Events |  | Kerry/Theresa |
| Travel |  | Theresa |
|  |  |  |
| **Technology** | | |
| Google |  | Theresa/Kerry |
| Dropbox |  | Theresa/Kerry |
| Gotomeeting |  | Theresa |
| Zoho |  | Theresa |
| Tenrox |  | Denise |
| ADP |  | Denise |
| Website |  | Kerry/Theresa |
| LinkedIn |  | Theresa |
| Laptops |  | Theresa |
| Software (ex. MS Office) |  | Theresa |
|  |  |  |
| **Training** | | |
| Actualize Training Portal |  | Brian/Kerry |
| Training Budget |  | Denise |
| Internal Systems Training |  | Theresa |
| Conferences |  | Kerry/Theresa |
|  |  |  |
| **Marketing** | | |
| Marketing Content |  | Lori/Kerry |
| Social Media |  | Lori/Kerry |