



International Fuel Tax Association, Inc.
P. O. Box 7147
Mesa, AZ 85216-7147
www.iftach.org

8/22/2022

IFTA, Inc. is hiring!

Title: **Administrative Assistant**

Introduction

IFTA, Inc. is excited to announce we are looking for a dedicated individual to join our team to assist with our administrative and event planning functions.

This position is being posted as a part-time position but could lead to a full-time position if desired and agreed to by both parties. Paid leave time will be accumulated based on hours worked per week.

This position will involve some travel to attend our major events and board meetings. Travel can occur anywhere in the United States or Canada.

This position is entirely working remotely from your home except when travel to events or team meetings is required.

A description of the job duties is included below.

IFTA, Inc.

IFTA, Inc. is a unique organization structured as a not-for-profit business that represents the 48 contiguous United States and 10 Canadian Provinces in the administration of fuel use taxes. The organization is incorporated in Arizona but our team members work remotely from home in different locations and there is no requirement to relocate or live in Arizona. For more information on IFTA, Inc. please review our website and the "About Us" at www.iftach.org.

Specific duties

Event planning and administration

- Assist with negotiating venue contracts including hotel room rates, catering and AV equipment needs.
- Work closely with the Executive Director and IFTA, Inc. team members in determining the venue location, AV equipment requirements, and catering requirements.
- Create correspondence for our stakeholders that include travel information, required forms to be completed, registration fees, and other information to inform our stakeholders about our events and deadlines.
- Establish registration fees for our events based on actual cost information obtained from our finalized venue contracts.
- Document, organize, track, and save all information regarding our events, including completed forms, correspondence, and travel approvals.
- Approve requested flights for our funded travelers through our travel agent and according to our established guidelines.
- Enter data in our expense report templates and send to our funded travelers for completion.
- Review, track, and approve all expense reports received within established time frames following our events.
- Work closely with the hotel event coordinators before, during, and after the events to ensure services are received as contracted and final invoicing is correct.
- Create announcements about our events for posting on our website.
- Correspond with our board members, committee members, and other funded travelers on a frequent basis to ensure all travel arrangements are secured.
- Research costs and locate a printer near your residence to print all required materials for our events and arrange shipment of all materials to the venue location.
- Ensure all required supplies, promotional items, and banners are purchased, and obtained in time to ship to our event locations.
- Participate and take minutes during our board meetings and Annual IFTA Business Meeting.
- Create the board meeting minutes and Annual IFTA Business Meeting minutes following the events within established timelines.
- Provide reports upon request by the Executive Director summarizing attendee information, event costs, and other information from our events.

- Work closely with our travel related vendors including our travel agent, conference agent, and hotel event coordinators.
- Prepare and distribute Request for Proposal (RFP) for our board meetings to various hotels as established by the Executive Director.
- Assist with registering our attendees during the events.
- Other tasks related to event coordination, execution, and follow-up as needed.
- Various administrative support functions as requested which may include preparing correspondence, updating our IFTA calendar for major events and due dates, participating and note taking in event planning meetings, assisting with accounting functions such as reconciling expenses when requested.
- Assist with organizing our document retrieval system folders.
- **Other administrative tasks as needed and requested by the Executive Director.**

Qualifications:

- Prefer knowledge and experience with the various Microsoft Office Products (Excel, Word, Outlook, Power Point).
- Possess good communication skills both written and verbal.
- Possess good time management skills.
- Able to work well in a team environment as well as individually with little supervision.
- Ability to multitask and meet deadlines.
- Able to work from home in a dedicated location without distractions.
- Able to travel periodically to our events with typically a four to five overnight stay and approximately five to six times during the year (all travel expenses paid by IFTA, Inc).

Salary and work scheduled to be discussed during the interview process.

Interested candidates should e-mail their resume and cover letter to cmartorana@iftach.org no later than September 16, 2022.



Carmen, Martorana Jr, CPA, MST
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