



International Fuel Tax Association, Inc.  
P. O. Box 7147  
Mesa, AZ 85216-7147  
[www.iftach.org](http://www.iftach.org)

3/8/2022

## **IFTA, Inc. is hiring!**

Title: Director of Administrative Services

### Introduction

IFTA, Inc. is excited to announce we are looking for a dedicated individual to join our team to manage and assist with various functions including assisting with accounting functions, managing our Learning Management System (LMS), manage content creation for our LMS, rotating responsibilities related to our funds netting process, manage our electronic document organization retention system, manage and monitor important required reports from our membership, ensure our governing documents are kept current, assist with communications and liaison responsibilities with our stakeholders, in conjunction with our IT Manager assist as the main liaison between our stakeholders and IFTA, Inc. for our data repository system, and assist or lead other projects initiatives as requested.

### 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](http://www.iftach.org).

## Specific duties

### Financial

- Assist the Director of Support Services with various financial functions as needed including completing internal reconciliation audits of accounts payable and accounts receivable to supporting documentation.
- Review and approve travel reimbursement forms (1st reviewer).
- Periodically rotate into the monthly role of the primary “funds netting” lead person who processes the jurisdictional funds deposited into our bank account on behalf of other jurisdictions and disburses the funds to the jurisdictions owed a net fuel use tax.
- Research grant opportunities and manage compliance with all grant requirements.
- Manage the processing and the reconciling of registration fees for our major events.
- Manage the search and negotiating of hotel contracts for our meetings and events.
- Creating Standard Operating Procedures and assist with documenting internal control procedures.
- Assist and/or lead other financial processes as requested.

### Communications

- Assist with various communication efforts between IFTA, Inc and our stakeholders.
- Assist with hosting virtual and in-person meetings with our standing committees, industry representatives, and other stakeholders.
- Assignment of primary liaison responsibilities with our Clearinghouse Advisory Committee and other committees as needed.
- Create presentation material and present assigned topics at our quarterly board meetings and other major events.
- In conjunction with our IT Manager, manage the help desk questions for our Clearinghouse data repository.
- Obtain feedback from our stakeholders on possible enhancements, improvements, and issues with our Clearinghouse data repository.
- Communicate periodic reminders to our membership regarding required reports and monitor compliance.

- Manage the uploading of certain quarterly and annual required information including tax rates, annual interest rates, and other information we maintain on our website for our stakeholders.
- Assist or lead other communication efforts with our stakeholders as required.
- Be ready to manage and take full responsibility for all communication and training initiatives (succession planning).

## Training

- Manage IFTA's initiative to develop a new Learning Management System (LMS) including assisting with the creation of the content.
- Primary contact with our third party LMS vendor for the development and maintenance of our LMS and associated content.
- Assist or lead with the planning, organization, and participating in our training workshops and Annual Business Meeting.
- Assist the Communication and Training Director with other training and communication initiatives.

## Other

- Assist or lead other project initiatives as assigned.
- Maintain our electric record retention system and organize our current structure into a more organized system making it easier to find documents.
- Assist sponsors in the creation of proposed ballots and ensure that our governing documents are kept up to date.
- Provide feedback during team meetings.
- Participate in quarterly board meetings including presenting updates.
- Actively participate in reviewing our procedures, expenses, processes, and services to our members providing suggestions for improvement.
- Research new technology and other tools that could enhance our services on a cost beneficial basis.
- Attend other meetings and events as requested.
- Ability to travel as our meetings and events take place in different locations throughout the United States and Canada.
- Other duties and responsibilities as assigned by the Executive Director.

## Position requirements

- Candidate must have a bachelor's degree or higher in some business-related degree.
- Candidate must be able to travel to meetings and other events as requested throughout the United States and Canada.
- Prefer candidate to have some familiarity with fuel use taxes and the administration of the International Fuel Tax Agreement.
- Position requires working remotely from home when not attending a meeting or event. Requires a strong internet connection and ability to designate a location to work without distractions.
- Ability to work independently as well as in a team environment.
- Some basic knowledge of accounting.
- Proficient with Microsoft Office products including Word, Power Point and Excel.
- Ability to communicate effectively both verbally and in written form.
- Prefer prior experience with creating training material.
- Prefer some experience with project management.

## Benefits

IFTA, Inc. offers a full array of health benefits, 401(K) matching program, 12 paid holidays, vacation, and sick leave accruals.

Salary is negotiable and will be discussed during the interview process.

Interested candidates should e-mail their resume and cover letter to [cmartorana@iftach.org](mailto:cmartorana@iftach.org).

A handwritten signature in blue ink that reads "Carmen Martorana Jr." with a stylized flourish at the end.

Carmen, Martorana Jr, CPA, MST  
Executive Director, IFTA, Inc.  
[cmartorana@iftach.org](mailto:cmartorana@iftach.org)