

# IFTA, Inc. is Hiring!

## Administrative Assistant

Please send your Cover Letter/Resume  
to Mr. Carmen Martorana, Jr.

[cmartorana@iftach.org](mailto:cmartorana@iftach.org)

by no later than February 28, 2025





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

1/27/2025

## **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 functions.

This position is a full-time position working remotely from your home except when travel to events or team meetings is required. There is, however, a *prerequisite* that the candidate resides in or will relocate to the Greater Phoenix, Arizona area as some assigned duties require residency in or near Phoenix, AZ.

Salary range is from \$40,000 - \$50,000 depending on experience with the opportunity for advancement to upper-level positions in the future.

IFTA, Inc. offers a full range of benefits including paid vacation and sick leave, health insurance, dental and eye insurance, death benefit insurance, 401K with partial matching company contributions, and 12 paid holidays.

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

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. With the *exception* of the prerequisite noted above, the organization is incorporated in Arizona but our team members work remotely from home in different locations. For more information on IFTA, Inc. please review our website and the “About Us” at [www.iftach.org](http://www.iftach.org).

## **Specific duties**

### **Administration**

- Perform certain administrative duties at the direction of the Executive Director. These include, but are not limited to, monitoring and collecting all incoming and outgoing mail, distributing same, performing banking duties as needed, monitoring and maintaining all office supplies needed for the business, manage the supplies and equipment contained in our storage facility, and ensure that we have sufficient supplies on hand.
- Assist in the procurement of sponsor and IFTA driven event gifts. This may include ordering, receiving, and shipping items for the various events based on directions from the Executive Director or Deputy Director.
- At the direction of the Executive Director, assist the Deputy Director in establishing the annual ballot process timeline, posting and distributing ballot proposals, voting results, and other duties related to the communications process for amendments to the governing documents of IFTA, including but not limited to, ratified ballot proposals and amended Bylaws.
- Work closely with the Deputy Director and other IFTA, Inc. team members with duties related to scheduling and hosting of committee calls, collection and posting of committee meeting minutes, and the maintenance of committee rosters on the website and on the Local Area Network.
- Secure through the selected vendor award plaque(s) for our annual awards and ensure that the inscriptions are correct and arrange for delivery to the event site for the award ceremony.

- At the direction of the Executive Director or the Deputy Director, work with other IFTA, Inc. team members to ensure that all required event materials have been obtained, assembled, sent to a printer, proofread, printed, and verify the arrangement of the delivery of materials to the event site. Ensure that materials in electronic form (e.g. Board meeting materials) have been posted to the secure website page and that all meeting materials are posted to the website after the applicable event has taken place (e.g. IFTA Educational Forum).
- Assist with the development of the format, agenda, and logistics of our Board Meetings and other major events.
- In conjunction with the Deputy Director, create, organize, and publish the IFTA News. This includes, but is not limited to, establishing a timeline for the collection and assembly of articles and other material, formatting the publication, presenting it in draft form for the Executive Director's approval, publishing on our website with the assistance of the Software Developer and distributing the IFTA News by email to applicable stakeholders.
- In conjunction with the Deputy Director, assist with all our communication efforts as directed.
- Assist with organizing and maintaining our electronic documents and retrieval system.
- Participate in team meetings and provide feedback as requested on various issues and IFTA, Inc. decisions.
- Assist with on-site functions related to preparing and hosting our events including assisting with registering attendees, preparing conference rooms, distributing materials, assisting attendees with questions, and various other tasks related to conducting our events.
- Assist with approving travel expense reports for our funded travelers as directed.
- Respond and forward, if necessary, emails received from our Help Desk link.
- Assist our Law Enforcement Committee with their M&M Blitz accumulating the date and entering it into a spreadsheet.
- Maintain and update the IFTA Calendar with entries of due dates,
- **Other administrative tasks as needed and requested by the Executive Director or Deputy 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).

Interested candidates should e-mail their resume and cover letter to [cmartorana@iftach.org](mailto:cmartorana@iftach.org) no later than 02/28/2025.

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)