Duties of the Secretary

* Job tracking to be completed daily, correctly, and effectively
* Job cost sheet per job updated weekly
* Payroll done weekly

1. Collect employees time cards and calculate hours worked
2. Complete, submit payroll to FNB for direct deposit
3. Print payroll stubs to be distribute
4. Complete, submit quarterly tax record to state, federal, and local agency with required deposit
5. Complete, submit and distribute weekly federal payroll taxes to IRS
6. Complete and submit quarterly sales tax form with required deposit
7. Complete and mail 1099 forms by January 15
8. Complete and print W2 forms by January 30 each year
9. Prevailing wage reports

* Invoice customers when directed
* Send monthly snow invoices by the 30th of months November to April
* Send monthly statements by the 25th of each month
* Record receivables
* Record payable receipts daily

1. Each Thursday submit invoices or statements due within 30 days from invoice date to be reviewed for payment to Eric and Lynn

* Print checks for invoices or statements marked to be paid by Friday and mail
* Keep employee personal file updated
* Add new employee or delete past employee to insurance policies
* Add new employee or delete past employee from truck insurance policy
* Insurance certificate and W-9 form

1. Contact sub-contractor of expired or near expired insurance certificate
2. Send new Watson Excavating clints certificate of insurance and W-9 form

* Prepare and mail all credit applications when requested
* Prepare and print monthly profit and loss statements
* Prepare and print monthly loan balances and leases