

MEMORANDUM

January 28, 1965

TO: GEORGE WILEY

FROM: CLORA COLEMAN

RE: JOB DESCRIPTIONS, ADMINISTRATIVE DEPT.

James Farmer----- National Director
 George Wiley----- Associate National Director
 Ed Day----- Business Manager
 Clora Coleman----- Office Manager

Ben Brown, Staff Associate
 (Coordinator of CORE Southern Education Project)

Nancy Mutarelli, Staff Associate
 (Coordinator of appointment and travel schedules
 and supervisor of Secretarial staff in offices
 of National Director and Associate Director.)

Annie Page----- Secretary
 Mildred Thomas----- "
 Carolyn Frierson--- "

A. BOOKKEEPING

Jenis Williams----- Head Bookkeeper

- (1) Enter cash receipts & disbursements daily.
- (2) Prepare depository work sheet monthly
- (3) Prepare work sheets and copies for Disability and compensation Unemployment.
- (4) Prepare form 941 for Internal Revenue Service.
- (5) Make General Ledger entries.
- (6) Prepare work sheet form 941 - quarterly

Brenda Thompson-- Assistant Bookkeeper

- (1) Prepare daily deposit
- (2) Prepare deposit work sheet.
- (3) Code special contributions.
- (4) Maintain chapters sub-ledger.

Eartha Quintano " "

- (1) Keep accounts payable ledger up to date
- (2) Keep bills paid in check number order.
- (3) Keep petty cash accounts in order
- (4) Check writing when necessary.

CONT.

BOOKKEEPING (cont.)

JEAN JONES-----Assistant Bookkeeper

- (1) Prepare payroll.
- (2) Reconcile payroll totals.
- (3) Reconcile individual payroll sheets.
- (4) Check writing when necessary.

ARVIND BLAUSER----- " "

- (1) Reconcile bank statements
- (2) Reconcile expense accounts
- (3) Enter expense reconciliations in sub-ledger.

BARBARA CODE ----- Figure Clerk

- (1) All filing department
- (2) Prepare bank statement for reconciliation.
- (3) Check additions on expense reports.
- (4) Billing.

B. SWITCHBOARD

MARIE SIMMONS

- (1) Receive and place calls.
- (2) Take messages when necessary
- (3) Determine nature of calls and refer to proper party.
- (4) Function as receptionist.
- (5) Miscellaneous clerical duties (very limited)

C. STOCKROOM PERSONNEL

CARLOS RIJOS

ALEX MIGUEL

JULIO FIGUERKO(part time)

STOCKROOM DUTIES

- (1) Pickups and deliveries.
- (2) Fill bulk literature orders - books, records, hats, buttons, etc.
- (3) Stock inventories.
- (4) Organize stockroom and basement storage.
- (5) Operate postage, mimeograph and folding machines.