



Arizona Department of Education
1535 W Jefferson St, Bin 42
Phoenix, AZ 85007
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Contract for Special Services
2023 - 2024 FBLA Arizona Membership Invoicing Clerk

Position: **FBLA Arizona Membership Invoicing Clerk**

Description/Duties:

The FBLA Arizona Membership Invoicing Clerk is a contracted position with FBLA Arizona. The position duties are outlined below:

- Pull the Membership Intra-Curricular Wufoo form to get the membership tier level requested by chapters twice a week
- Pull the National list of who inputted members during the week in the national database system
- Do invoices/quotes from lists above twice a week and send to advisers
- Verify and updated if needed School Name, Chapter Name, Adviser Name, and School Address in the Quickbooks system
- Keep a spreadsheet of the requests, action taken (quote or invoice), date, invoice numbers, and status of payment
- Keep another spreadsheet tracking the progress of the request to the payment received and paid to the National office
- Send invoices out twice a week
- Make sure invoices are being read and re-sent out 30 days past due, 60 days past due, and 90 days past due notices
 - CC: the State Adviser on these
 - Invoices and emails will go out as follows:
 - Date of invoice to the adviser
 - 30 days late adviser and CTE Director
 - 60 days late adviser, CTE Director, and Principal
 - 90 days late adviser, CTE Director, Principal, and Superintendent
- Work with and update the State Adviser on all invoicing matters
- Keep track of the school's membership numbers throughout the year
- Work with the State Adviser on membership throughout the year
- Provide updated spreadsheets to the State Adviser once a week
- Provide an end of the year spreadsheet to the State Adviser in May

Contract Amount:

\$ 4,000

Position Filled By:

By signing below, the Membership Invoicing Clerk agrees to perform those services as outlined on the list of duties and responsibilities listed above. In return, Arizona FBLA agrees to pay the amount stated above upon completion of services. Contract will be executed upon confirmation of successful completion of duties by FBLA Arizona.

MEMBERSHIP INVOICING CLERK

DATE

FBLA ARIZONA BOARD APPOINTED REPRESENTATIVE

DATE