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# Example of Regional Administrator Job Description

Our company is growing rapidly and is looking to fill the role of regional administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for regional administrator

* Acting Office Administrator for any vacancies within the company (primarily Texas)
* On-site Human Resources Administration
* On-site Payroll Administration
* Member Billing
* Timely and accurate production of weekly, monthly and annual financial by exercising independent judgment and discretion according to GAAP
* Membership Application processing
* Ensure the Club is adhering to all Internal Audit and SOX Audit requirements/policies/processes
* Ensure all tax guidelines are followed
* Oversees, monitors and controls the collection and disbursement of all club funds and the resultant cash balances to ensure proper controls are in place at all times
* PR and expense reimbursements

## Qualifications for regional administrator

* Associate’s degree in Computer Technologies or related field OR
* Any CompTIA and/or Microsoft Certification AND
* Two (2) years of relevant experience working in a helpdesk environment OR
* Light travel between locations (approx
* Three (3) or more years of related work experience in the area of data management required
* Prior professional service industry experience highly beneficial