# NACDD Headquarter Staff Roles and Responsibilities

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>General Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nataša Bilić</strong></td>
<td>Responsible for managing activities of the CEO and the NACDD Board of Directors. This role is responsible for overall administrative support of the operational activities of the Association and assisting various departments.</td>
</tr>
<tr>
<td><em>Executive Assistant</em></td>
<td>- Communicates directly, and on behalf of the CEO, with the Board Members and others on matters related to CEO’s programmatic initiatives;</td>
</tr>
<tr>
<td>Email: <a href="mailto:nbilic@chronicdisease.org">nbilic@chronicdisease.org</a></td>
<td>- Completes a broad variety of administrative tasks for the CEO and Senior leadership including managing daily calendars, planning appointments and meetings, ensuring focus on urgent items and upcoming deadlines, and making travel arrangements;</td>
</tr>
<tr>
<td>Phone extension: 8285</td>
<td>- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of sensitive and confidential nature and determines appropriate course of action, referral and response;</td>
</tr>
<tr>
<td>Direct line: (404) 924-8285</td>
<td></td>
</tr>
<tr>
<td><strong>Crystal Doxie</strong></td>
<td>Provides grants management support including submission and compliance with required information.</td>
</tr>
<tr>
<td><em>Grants Management Specialist</em></td>
<td>- Coordinates the planning, preparation, and submission of grant applications or proposals.</td>
</tr>
<tr>
<td>Email: <a href="mailto:cdoxie@chronicdisease.org">cdoxie@chronicdisease.org</a></td>
<td>- Tracks and reports programmatic and financial status of NACDD grants.</td>
</tr>
<tr>
<td>Phone extension: 9539</td>
<td>- Ensures Association’s grants management practices are appropriate and relevant in comparison with federal agency grants regulations, policies, and procedures.</td>
</tr>
<tr>
<td>Direct line: (404) 924-9539</td>
<td>- Assesses the impact of new and proposed legislations and regulations on grant management;</td>
</tr>
</tbody>
</table>
| **David Doyle**  
*Contract Specialist* | Responsible for managing the Association’s contracts, including drafting, negotiating, and finalizing agreements and/or Memorandum of Understandings.  
- Manages the Association’s contract process, which includes contract solicitation, preparation, and language negotiation.  
- Ensures timely signing and record-keeping of contracts.  
- Maintains an updated contract database.  
- Reviews and updates agreement templates to ensure government or agency guidelines are addressed, as well as, include any other language deemed to minimize the Association’s risk.  
- Promotes consistent communication and outreach to consultants and sub-grantees/vendors.  
- Verifies vendors through the exclusion list on [http://www.sam.gov](http://www.sam.gov);  
- Participate in monthly Financial and Operational Consultant Calls to discuss status of program contracts;  

| **Lindsay Drewry**  
*Meeting Coordinator* | Provides administrative support for the meeting planning department, primarily supporting the NACDD Diabetes Team.  
- Provides direct support to the NACDD Meeting Planners and Consultants.  
- Meets frequently with the Diabetes team and other NACDD Consultants.  
- Supports and manages venue research, Request for Proposal (RFP) process, and secures contracts.  
- Creates registration website using Eventbrite and/or Cvent platforms and sends registration reports.  
- Arranges meeting room logistics, catering requirements and audio-visual needs.  
- Creates meeting packets including Banquet Event Order (BEO), event resume, travel information for meeting stakeholders.  
- Participates in pre-conference meetings with selected hotel and vendor staff as appropriate.  
- Coordinates travel, hotel, and transportation details;  

| **Email:** [ddoyle@chronicdisease.org](mailto:ddoyle@chronicdisease.org)  
**Phone extension:** 8290  
**Direct line:** (404) 924-8290 |  
**Email:** [legal@chronicdisease.org](mailto:legal@chronicdisease.org)  
This email address receives contract requests.  

| **Email:** [ldrewry@chronicdisease.org](mailto:ldrewry@chronicdisease.org)  
**Phone extension:** 8306  
**Direct line:** (404) 924-8306 |  

| **Stacey Evans**  
*Communications Specialist*  
Email: [sevans@chronicdisease.org](mailto:sevans@chronicdisease.org)  
Phone extension: 8297  
Direct line: (404) 924-8297 | Manages the non-digital publications, email marketing, and media outreach for the Association’s Membership activities as well as the Association’s brand and style standards:  
- Serves as point of contact and review for Communications department deliverables and manages traffic for requests.  
- Manages the Association’s style and branding standards.  
- Manages and develops content for the Association’s Membership-oriented publications and marketing materials.  
- Manages and supports the internal and external publicity of NACDD as a membership Association through email marketing, publications, and media outreach.  
- Creates, develops, and distributes of multimedia products for publications, videos, podcasts, and PowerPoint presentations.  
- Manages the Association’s publications archives and collateral inventory and fulfills requests for materials;  
|  
| **Anissa Hackett**  
*Manager of Accounting & Finance*  
Email: [ahackett@chronicdisease.org](mailto:ahackett@chronicdisease.org)  
Phone extension: 8287  
Direct line: (404) 924-8287  
Email: [ap.nacdd@chronicdisease.org](mailto:ap.nacdd@chronicdisease.org) This email address receives invoices, travel and expense reimbursements, vendor progress reports, W-9s, and accounts payable questions.  
Email: [travelinfo@chronicdisease.org](mailto:travelinfo@chronicdisease.org) This email address receives travel requests and questions related to travel. | Responsible for promoting fiscal integrity, efficiency, and effective operations of the Association. Oversee the management of accounts payables, receivables, payment processes and monthly review of program financial reports:  
- Manages the accounts payable and account receivables transactions, and payment processes.  
- Prepares and oversees the monthly and year-end financial close process calendar.  
- Supports the budget and forecasting activities, to include assignment of finance codes.  
- Distributes monthly financial reports of NACDD programs and projects.  
- Manages the monthly review of NACDD program and project financial reports.  
- Responsible for preparation of 1099 vendor tax forms, including resolving discrepancies.  
- Serves as the lead for monthly finance calls with NACDD consultants.  
- Prepares and oversees the monthly and year-end financial close process calendar.  
- Supports the budget and forecasting activities, to include assignment of finance codes.  
- Distributes monthly financial reports of NACDD programs and projects.  
- Manages the monthly review of NACDD program and project financial reports.  
- Responsible for preparation of 1099 vendor tax forms, including resolving discrepancies.  
|
| **Samaha Hodges**  
*Associate Director of Programs*  
Email: shodges@chronicdisease.org  
Phone extension: 8305  
Direct line: (404) 924-8305 | Under the direction of the Senior Director of Programs, this position oversees the coordination and administration of all aspects of ongoing NACDD programs including planning, organizing, implementing, leading and controlling of all program activities of staff and consultants, and overall management of the NACDD Project Portfolio.

- Collaborates with the CEO and senior leadership to develop strategies and formulate program goals to implement overall project activities. Plans the delivery of the overall programs and its activities in accordance with the mission of the Association.
- Oversees NACDD Subject Matter Experts (SMEs) to ensure program objectives and deliverables are met in timely manner:
  - Monitors and analyzes the various facets of projects within the program areas, assuring the proper integration into the overall mission.
  - Advises senior leadership on program impact and proposes program changes necessary to respond to changed requirements.
  - Ensures that the Association's strategic plan, mission, vision, and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
  - Evaluates grant proposals and contracts
- Develops new work plans and initiatives to support the strategic direction of the Association.
- Reviews evaluation data related to public health and determines areas of strength and weakness;

| **Maricor Javelosa**  
*Director of Finance*  
Email: mjavelosa@chronicdisease.org  
Phone extension: 1288 | Responsible for establishing financial policies, procedures, controls, and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions and has overall responsibility for general accounting, risk management, and contracts and grants. |
| **DeShara Johnson**  
*Project Coordinator*  
Email: djohnson@chronicdisease.org  
Phone extension: 8232  
Direct line: (404) 924-8232 | **Responsibilities**  
- Overall responsibility for all financial, project/program, and grants accounting; ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/funding period; collates financial reporting materials for governmental grants.  
- Oversees all accounts, ledgers and reporting systems ensuring compliance with GAAP, regulatory requirements, and rules for non-profits.  
- Provides ongoing reporting and monitoring to track full spend down of allowable expenses in support of the Association’s mission and goals of the grants.  
- Oversees the management, planning and preparation of operational budget and provides guidance for preparing the project budgets.  
- Develops financial forecasts/projections and anticipates potential risks for the Association;  

| **Marti Macchi**  
*Senior Director of Programs*  
Email: mmacchi@chronicdisease.org  
Direct Line: (785) 338-1423 | **Responsibilities**  
- Responsible for supporting activities of the CDC-funded programs and activities including administrative needs, and other related tasks.  
  - Supports administrative needs of the program, including scheduling, coordinating, and managing multiple calendars, taking meeting notes, organizing, arranging, and setting up program technology for virtual connections and follow-up on action items, etc.  
  - Manages New Consultant Orientation process.  
  - Participates in required program meetings, planning events and routine calls.  
  - Maintains all program documentation in Dropbox in collaboration with the team;  

- Responsible for providing overall program management and leadership as well as daily supervision and content expertise to all NACDD programs:  
  - Collaborates with the CEO and senior leadership to develop strategies that will broaden programmatic reach and deepen impact.  
  - Provides overall program management and leadership as well as daily supervision and content expertise to the NACDD project teams.  
  - Collaborates with the CDC and other funded national partner organizations in all aspects of planning, implementation, and evaluation of national efforts.  
  - Assists in the development of strategic planning with CDC, national partners, and/or NACDD’s project team and serves as the direct liaison with the CDC.  

| **Shellyann Martin**  
*Human Resources Coordinator*  
Email: [smartin@chronicdisease.org](mailto:smartin@chronicdisease.org)  
Phone extension: 8286  
Direct line: (404) 924-8286  
Email: [careers@chronicdisease.org](mailto:careers@chronicdisease.org)  
| • Develops funding proposals for the program to ensure the continuous delivery of services;  
| This position carries out responsibilities in the areas of onboarding, employee engagement and retention, benefits administration, and employment compliance.  
| • Schedules interviews and serves as a point of contact for candidates to ensure an exceptional experience.  
| • Manages the candidate tracking system.  
| • Assists with new employee onboarding and orientation.  
| • Supports NACDD’s HR sponsored committees and leads the planning for NACDD events/celebrations.  
| • Promotes and coordinates activities that encourage a positive and enjoyable work environment;  
| **Kimberly Miller**  
*Data Manager*  
Email: [kmiller@chronicdisease.org](mailto:kmiller@chronicdisease.org)  
Phone extension: 8303  
Direct line: (404) 924-8303  
| Responsible for managing the analysis of quantitative and qualitative data and development of analytical solutions.  
| • Ensures data quality, accuracy, and completeness.  
| • Supports development of appropriate data analysis plans.  
| • Enhances existing data collection, management, and analysis systems to streamline implementation of monitoring and evaluation activities,  
| • Conducts surveys or other data collection methodology;  
| **Zunera Mirza**  
*Health Communications Specialist*  
Email: [zmirza@chronicdisease.org](mailto:zmirza@chronicdisease.org)  
Phone extension: 8221  
Direct line: (404) 924-8221  
| Manages communications activities related to NACDD program work:  
| • Serves as the communications liaison with subject matter experts on program activities.  
| • Creates, develops, and implements communications plans and campaigns to promote program work with partners, Members, and funders.  
| • Provides strategic communications support to program activities and grants.  
| • Conducts targeted media outreach to promote the programmatic work of the Association.  
| **Michael Parker**  
*Conference and Meeting Planner*  
Email: [mparker@chronicdisease.org](mailto:mparker@chronicdisease.org)  
Phone extension: 8301  
Direct line: (404) 924-8301  
| Manages all aspects of conferences, meetings, and other Association events.  
| • Collaborates with NACDD staff, consultants, members, and partners to plan and provide logistical support for NACDD sponsored events.  
| • Manages the scope of the event and oversee all pre, on-site, and post meeting activities to include arranging accommodations,
| Email: eventinfo@chronicdisease.org | meeting space, travel, security, signage, post event reports, badges, etc. and the assembly of meeting documents, speaker confirmation letters, and brochures.  
- Manages meeting budget within the approved total amount and obtains final approval from the finance department and consultant and ensures timely payment of meeting expenses/invoices.  
- Solicits bids from venues and service providers and conducts on-site visits as needed; |
| John Patton  
*Director of Program Relations* | Identifies and develops communications and marketing plans for various public health programs and serves as liaison between NACDD, vendors and CDC.  
- Project Lead for Health and Wellness in Cancer Survivors Program.  
- Identifies and partners with leading public health and clinical organizations in the areas of cancer survivorship, behavior change, physical activity, nutrition, tobacco control and substance abuse.  
- Collaborates with CEO to create a comprehensive partnership plan designed to increase non-revenue equivalents to support the strategic direction of the Association.  
- Identifies and secures new partnership opportunities within the private and public sector; |
| Email: j Patton@chronicdisease.org  
Direct line: (770) 634-3007 | The overall responsibility of Member Services Specialist (MSS) is to assist with managing membership related outreach. The position is responsible for recruitment and engagement activities and maintain member database.  
- Manages member onboarding, retention, and appreciation activities.  
- Serves as point of contact for Member Services department, reviews and filters incoming correspondence and requests from Members, staff, and consultants.  
- Coordinates and facilitates Chronic Disease Director Orientation visits and other member services activities.  
- Manages current member database and all other program listservs.  
- Maintains updated Member Engagement Portal and Association Management Platform.  
- Collects all data sets used in member engagement. |
| Sarah Perkins  
*Member Services Specialist* | Scott Reid  
*Web Managing Editor* | Responsible for managing the end-to-end web and digital property production process for the Associations’ internal and external web sites, |
| Email: sreid@chronicdisease.org  
| Phone extension: 8298  
| Direct line: (404) 924-8298 |
| Email: webmanager@chronicdisease.org  
| This email address receives website request information and questions related to NACDD website. |
| including the creation and maintenance of content, management of user experience, page design/layout, and graphic elements. |
| - Manages the editorial agenda for NACDD’s website and social media. |
| - Manages the day-to-day operation of NACDD’s digital properties so that their functionality, navigation, and overall performance support the strategic goals of the Association. |
| - Ensures that NACDD’s digital properties are in compliance with NACDD brand standards and digital best practices. |
| - Works with NACDD leaders, consultants, and members to maintain existing online content and to develop new online content to promote programs and services; support communications strategies involving web/digital properties; |
| Shelby Roberts  
| Portfolio Manager |
| Email: shroberts@chronicdisease.org  
| Phone extension: 4769  
| Direct line: (404) 920-4769 |
| Serves as the liaison for assigned portfolio projects including work with NACDD consultants, contractors, partners and funders to ensure effective collaboration between numerous projects/activities within the portfolio. This position ensures that all performance measures are met, and all obligations are satisfied. |
| - Serves as the liaison between NACDD consultants and internal/external stakeholders to promote communication, collaboration, and unity within project work. |
| - Monitors and analyzes the various facets of projects within the program areas, assuring the proper integration into the overall mission. |
| - Provides regular updates to the leadership on program impact and proposes program changes necessary to respond to changed requirements. |
| - Responsible for staying current on all contracts, work plans, and project activities. |
| - Ensures that the program operates within the approved budget and maintains a system for sound fiscal management; |
| Hope Harris  
| Director of Human Resources |
| Email: hharris@chronicdisease.org  
| Phone extension: 8300  
| Direct line: (404) 924-8300 |
| Email: careers.nacdd@chronicdisease.org  
| This email address receives employment inquiries, resumes |
| Manages the overall Human Resources services and policies for the entire Association: |
| - Annually reviews and makes recommendations to executive management for improvement of the Association’s policies, procedures, and practices on personnel matters. |
| - Maintains responsibility for organization compliance with federal, state, and local legislation pertaining to all personnel matters. |
| - Communicates changes in the Association’s personnel policies and procedures and ensures that proper compliance is followed; |
and RFP’s.

| **John W. Robitscher**  
*Chief Executive Officer*  

Email: jrobitscher@chronicdisease.org  
Phone extension: 8296  
Direct line: (404) 924-8296 | Creates and maintains current job descriptions and personnel performance evaluation instruments.  
Developing and implementing strategic recruitment plan; ensuring selection of highly qualified personnel;  

Responsible for managing the overall operations of the Association; responsible for the administration and oversight of all NACDD staff, consultants, contractors, Members, and volunteers to accomplish the mission of the Association:  

- Collaborates with the Board of Directors to define strategy for achieving the Association’s mission and vision.  
- Creates annual operating budget that supports strategic direction set by the Board and correlates with annual operating budgets.  
- Develops, implements, and monitors strategies for ensuring the long-term financial visibility of the Association.  
- Promotes a culture that reflects the Association’s values, encourages high performance and rewards productivity.  
- Leads, coaches, develops, and retains NACDD’s high-performance senior management team; |
| **Paige Rohe**  
*Director of Communications*  

Email: prohe@chronicdisease.org  
Phone extension: 8295  
Direct line: (404) 924-8295  

Email: publications@chronicdisease.org  
This email address receives communications related questions and inquiries, article submission. | Oversees both internal and external communications related to the Association and its work. Sets and guides the strategy for all communications, website, and public relations messages and collateral to consistently articulate NACDD’s mission:  

- Develops and implements the Association’s strategic communications plans.  
- Oversees the development, distribution, and maintenance of all print and electronic collateral.  
- Oversees the Association’s messaging, and external branding strategy and guidelines.  
- Oversees the process to develop communications products.  
- Oversees the process to collect and publish State Success Stories.  
- Sets the organization’s media relations strategy and outreach; |
| **Liz Ruth**  
*State Policy Analyst*  

Email: lruth@chronicdisease.org  
Phone extension: 8282  
Direct line: (404) 924-8282 | Provides policy education and communications support to Members and develops policy approaches and documents to advance prevention in chronic disease prevention and control:  

- Monitors, tracks and analyses relevant legislative and regulatory policies at the national, state and local level.  
- Performs independent policy research and policy evaluations; |
| **Ann Marie Shields**  
*Program Evaluator* | Responsible for implementing and maintaining a framework and process for monitoring and evaluating all NACDD programs.  
- Tracks changes in the healthcare or related environments that could impact Chronic Disease Program.  
- Provides briefings to senior leadership on key policy and partnership activities;  
- Monitors and provides evaluation expertise and quality improvement initiatives including designing and developing data collection and program evaluation tool.  
- Conducts routine analysis on programs and outcome data; reviews program-related documents, data and published information and reports.  
- Provides support and evaluation expertise to NACDD consultants and stakeholders.  
- Assists with grant applications writing and other proposals.  
- Facilitates evaluation courses; prepares reports, presentations, and website postings. |
|---|---|
| Email: [ajones@chronicdisease.org](mailto:ajones@chronicdisease.org)  
Phone extension: 8304  
Direct line: (404) 924-8304 | |
| **Tamika Smith**  
*Senior Director of Membership and Project Management* | Responsible for planning and overseeing NACDD projects, programs, and services to ensure they are completed in a timely fashion and within budget. Working with programmatic portfolio managers and others, this position collaborates with diverse teams to understand the requirements of various projects and initiatives.  
- Serves in a leadership role on the NACDD IT Governance Board (NITGB) and oversees internal IT processes and procedures.  
- Provides strategic direction, consultation, and oversight for Association-wide project management, including use of software, collection of data for annual, quarterly, and weekly reports.  
- Provides strategic consultation and leads the development of project management plans so departments/programs can monitor and track progress for reporting to the Board of Directors and the senior leadership team.  
- Ensures efficient and effective systems for the Association Management Software (AMS) platform, including data integrity, backend workflow, dues invoicing, systems enhancements, and implementation of new technologies.  
- Serves as the Director of the membership & project management team.  
- Creates and executes strategic Member retention strategies and tactics with an expectation of an increase in membership engagement.  
- Works collaboratively with communications and professional development teams to develop effective messaging and identify |  
| Email: [tsmith@chronicdisease.org](mailto:tsmith@chronicdisease.org)  
Phone extension: 8294  
Direct line: (404) 924-8294  
Email: [members@chronicdisease.org](mailto:members@chronicdisease.org)  
This email address receives questions and inquiries related to Member services. | |
<table>
<thead>
<tr>
<th>Nancy Sutherland</th>
<th>Responsible for leading the design, development, and implementation of learning opportunities for State Health Department chronic disease employees, ensuring that the NACDD Core Competencies are a key focus. Leads the LPDC (Learning and Professional Development Committee) and facilitating monthly meetings with this group to confirm alignment with member needs.</th>
</tr>
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| **Associate Director of Professional Development** | • Provides leadership to ensure that all NACDD learning efforts are objective-driven and aimed at building members’ skills so they can grow in their careers.  
• Manages the selection and process for monthly General Member Webinars  
• Designs and creates training manuals, online learning modules, and course materials in conjunction with program leads and SME’s.  
• Promotes use of the Chronic Disease competencies and the competency assessment tool to NACDD Members.  
• Provides input and coordinates programmatic work efforts with the PHLP (Public Health Leadership and Practice) team; |
| Email: nsutherland@chronicdisease.org | Phone extension: 8284  
Direct line: (404) 924-8284 |
| Keven Shay (Shay) Tarver | Responsible for increasing awareness and understanding of the relationships between the environment and chronic and promoting collaboration and partnership between environmental health and chronic disease prevention programs at the state and local level. |
| **Professional Development Specialist** | • Assists with successful planning of the Chronic Disease Academy.  
• Hosts meetings and presentations that demonstrate connections between environmental health and chronic disease.  
• Helps prepare the public health workforce by facilitating an internship/practicum experience related to chronic disease and the environment within a state/local health department for a college-level public health student; |
| Email: ktarver@chronicdisease.org | Phone extension: 8291  
Direct line: (404) 924-8291 |
| Shinetta Terriquez  
Financial Analyst |
|---------------------|
| Email: sterriquez@chronicdisease.org  
Phone extension: 8222  
Direct line: (404) 924-8222 |
| Plays an important role in the monthly and annual close of the financial books. Prepares monthly reconciliations of assigned accounts. |
| • Responsible for the preparation of the Monthly Grant analysis and preparation of the Federal Financial Report (FFR) to be submitted to the federal government. |
| • Reviews and reconciles grant receivable balance per Program code. |
| • Supports the finance team with reviews, budgets, forecasts, and prepares variance analysis. |
| • Supports annual budget development and budget reporting process. |
| • Audits and verifies generated vendor payment reports. |

| Vishwarupa (Vish) Vasani  
Email: vvasani@chronicdisease.org  
Phone extension: 7239  
Direct line: 404 924-7239 |
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<tbody>
<tr>
<td>Serves as the liaison for assigned portfolio projects including work with NACDD consultants, contractors, partners, and funders to ensure effective collaboration between numerous projects/activities within the portfolio. This position ensures that all performance measures are met, and all obligations are satisfied.</td>
</tr>
<tr>
<td>• Serves as the liaison between NACDD consultants and internal/external stakeholders to promote communication, collaboration, and unity within project work.</td>
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<tr>
<td>• Monitors and analyzes the various facets of projects within the program areas, assuring the proper integration into the overall mission.</td>
</tr>
<tr>
<td>• Provides regular updates to leadership on program impact and proposes program changes necessary to respond to changed requirements.</td>
</tr>
<tr>
<td>• Responsible for staying current on all contracts, work plans, and project activities.</td>
</tr>
<tr>
<td>• Ensures that the program operates within the approved budget and maintains a system for sound fiscal management;</td>
</tr>
</tbody>
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| Charles Williams  
Accounting Supervisor |
|---------------------|
| Email: cwilliams@chronicdisease.org  
Phone extension: 8293  
Direct line: (404) 924-8293  
Email: ap.nacdd@chronicdisease.org |
<p>| This email address receives invoices, travel and expense reimbursements, vendor progress reports, W-9s, accounts payable and questions |
| Responsible for various functions related to accounting, budgeting, contracts, and grants management and promoting fiscal integrity, efficiency, and effective financial operations of the Association. |
| • Prepares monthly or periodic financial reports as assigned. |
| • Responsible for invoicing and collections of membership dues. |
| • Processes and reconciles ACH transactions. |
| • Prepares, reconciles, and resolves any discrepancies on Balance Sheet and Statement of Revenues and Expenditures. |
| • Approves travel requests in accordance with NACDD’s travel guidelines and policies. |
| • Provides leadership oversight for contracts and grants management. |</p>
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<tr>
<th>Email: <a href="mailto:travelinfo@chronicdisease.org">travelinfo@chronicdisease.org</a></th>
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<tbody>
<tr>
<td>This email address receives travel requests and questions</td>
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<thead>
<tr>
<th>Rosalyn Jordan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Accountant</strong></td>
</tr>
<tr>
<td>Email: <a href="mailto:rjordan@chronicdisease.org">rjordan@chronicdisease.org</a></td>
</tr>
<tr>
<td>Phone extension: 1455</td>
</tr>
<tr>
<td>Direct line: (404) 592-1455</td>
</tr>
<tr>
<td>Email: <a href="mailto:ap.nacdd@chronicdisease.org">ap.nacdd@chronicdisease.org</a></td>
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<tr>
<th>Ensures payments are processed accurately and in a timely manner. Plays an important role in the monthly and annual close of the financial books. Prepares monthly reconciliations of assigned accounts. Partners with staff, consultants, vendors, and members to promote fiscal integrity and efficient and effective operations of the Association</th>
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<tr>
<td>- Process vendor accounts payable transactions and issue payments.</td>
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<tr>
<td>- Prepare reclass journal entries.</td>
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<tr>
<td>- Update and maintain vendor information in accounting system.</td>
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<tr>
<td>- Audit and verify generated vendor payment reports.</td>
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<tr>
<td>- Maintain account payable files.</td>
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<tr>
<td>- Prepare bank reconciliations and other accounts reconciliations, which includes providing flux explanations.</td>
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<td>- Review AP aging reports.</td>
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<tr>
<td>- Assist in the preparation and mailing of 1099 vendor tax forms, including resolving discrepancies.</td>
</tr>
<tr>
<td>- Timely respond to accounts payable questions/inquires and take appropriate actions.</td>
</tr>
<tr>
<td>- Assist with monthly, quarterly, and fiscal year-end close.</td>
</tr>
<tr>
<td>- Maintain records and files in an organized, systematic, and intuitive manner.</td>
</tr>
<tr>
<td>- Provide recommendations to chart of accounts and coding system maintenance and policies and procedures.</td>
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