



Lois Wankum, Executive Assistant II

I began my career in 1986 in the Division of Purchasing at the Office of Administration. I then joined MoDOT in October 1988 and worked in the Fiscal Services Division, the Risk Management Office and the Chief Counsel's Office.

I have been employed by MPERS since October 1998. In addition to my duties as Executive Assistant, I also serve as the Secretary to the MPERS Board of Trustees. I schedule and issue notices of meetings, prepare agendas and Board of Trustee minutes, retain Board of Trustee records, and receive and prepare correspondence for the Board. I also coordinate and handle the Board of Trustee elections.

As the Executive Assistant, I perform a variety of secretarial and administrative duties and serve as assistant to the Executive Director, Assistant Executive Director and General Counsel and work directly with Executive Staff on special projects/reports.

Human Resources:

Assist in hiring MPERS employees by scheduling interviews and conducting background checks.

Responsible for MPERS personnel records and service awards.

Payroll:

Prepare payroll deductions and supporting forms for MPERS employees and assist in processing bi-monthly payroll. Responsible for forwarding notice of payments to providers for withholdings from employees pay.

General Office:

Act as liaison between Executive Staff, office staff, board members, and other retirement systems.

Provide general instruction, assign and review work of the Administrative Assistant.

Review and process purchase orders, invoices, expense documents, and other personnel or payroll forms. Verify charge and code invoices for payment and insure all relevant documentation is attached to invoices for audit purposes.

Establish and maintains filing system and prepare records for storage and archiving.

Compile information relative to supplies, services, and the repair, replacement, or addition of equipment. Review service contracts and oversee maintenance of office equipment. Prepares specifications and obtain quotes for supplies and equipment; contact vendors to obtain information on cost, availability, and conformance to specifications. Order supplies, services, and/or the repair or replacement of office equipment.

Coordinate mailings for the office.

Review and proof documents such as the Comprehensive Annual Financial Report.

Budget:

Gather and compile projected expenditure information, monitor current expenditures and assist in the preparation of the annual budget.