

Lori Mirabella-Compliance Officer/Branch Manager:

- Develops and implements company policies and regulations.
- Oversee all business operations relating to compliance including policies and procedures.
- Design and monitor control systems to deal with violations of legal rules and internal policies.
- Regularly assess the efficiency of control systems and recommend effective improvements.
- Review and evaluate company procedures to identify hidden risks or common issues.
- Coordinate with the employees for the immunizations and employee health records to be in compliance periodically.
- Coordinate with different department managers to review all department compliance policies and procedures.
- Performs periodic audits on company procedures and processes for The Joint Commission.
- Ensuring statutory returns are filed on time and maintenance of MIS for government departments.
- Monitoring the employee records to be updated on a weekly basis.
- Keep track of upcoming laws and implementation to follow The State Laws that fall under the employee health and The Joint Commission.

Maureen Kennedy -Payroll Administrator:

- Administer payroll for Employees.
- Managing electronic timekeeping system or manually collecting and reviewing timesheets.
- Providing information and answering employee questions about payroll and related matters.
- Calculating payable hours, commissions, bonus, tax withholdings and deductions.
- Prepare reports for weekly, quarterly and yearly reviews.
- Coordinating with the HR dept to ensure correct employee data
- Providing administrative assistance to the accounting department.