



Talent Management/Secretariat & Treasury Contacts

For email address please use firstname.lastname@floridaconference.com

TALENT MANAGEMENT/SEC	Title	Function	Phone
Carmen Rodríguez	Executive Secretary		X2300
Yasmin Then	HR Director Assistant to Conference Executive Secretary	<ul style="list-style-type: none"> • Administers and interprets policies/procedures • Facilitates staffing/employment recruiting • Initiates new hire employment information, changes in employment, compensation, benefits, etc. • Coordinates leave of absence requests • Assists Conference Executive Secretary with Membership, Retirement, and & Administrative/Executive Committees 	X2310
Susan Hess	Administrative Secretary Membership	<ul style="list-style-type: none"> • Process pastor/clerk membership reports • Facilitate church clerk training • Compile membership statistical reports • Church publications (Florida Focus, Tidings, Review) 	X2322
Betsy Pena	Executive Assistant for Conference Executive Secretary	<ul style="list-style-type: none"> • Maintenance of Service Records • Retirement Questions & Applications • Administrative and Executive Committee Minutes & Correspondence 	X2301
Victoria Mandracken	HR Coordinator	<ul style="list-style-type: none"> • Prepares letters of employment • Coordinates vacation banks and eligibility for exempt employees • Prepares verification of employment forms • Coordinates moving, relocation and processes moving reimbursements • Processes Duplicate Housing 	X2311
Mikki Santiago	HR Assistant	<ul style="list-style-type: none"> • Creates New Employee files, Policy books, and Packets for new hires • Handles Request for FMLA • Federal and City Poster Updates (Poster Guard) • Assists Melida with HR Actions 	X2314
Melida Gaviria	HR Specialist	<ul style="list-style-type: none"> • Issues credentials • Locally funded Employees new hire forms, pay rate changes, discontinuations. • Maintains/updates website 	X2313

Talent Management Treasury	Title	Function	Phone
Rhonda Harper	Risk Management Director	<ul style="list-style-type: none"> • Insurance, safety, and assistant office management 	X2230
Gizelle Best	Administrative Secretary for Ministerial	<ul style="list-style-type: none"> • Professional enrichment for pastors • Continuing Education for pastors • Sabbaticals for pastors • Service Requests 	X2111
Nilda Rapert	Payroll Accountant	<ul style="list-style-type: none"> • Pay Checks • Direct Deposit • Deductions for Loans, Savings and Insurances • Process reimbursements 	X2222
Renee Edwards	Payroll Assistant	<ul style="list-style-type: none"> • Locally funded payroll 	X2223
Nancy Rojas	Executive Assistant for Treasury	<ul style="list-style-type: none"> • Maintains/prepares Treasurer/Risk Management Director correspondence, reports, etc. • Cell phones, toll cards, 50 ©(3) letter, tax ID #'s • Receives church remittance reports • Auto insurance reimbursements • Travel Expense reports 	X2201
Yolanda Acevedo	Senior Accountant	<ul style="list-style-type: none"> • Dependent Tuition Assistance • Accounts Payable • Accounts Receivable 	X2212
Vanesa Gaitan	HR Special Projects	<ul style="list-style-type: none"> • Provides Technical Assistance • Creates Job Requisitions • Prepares user manual; Tracks Applicant Status • Trains Hiring Managers in Cyber 	X2315
Renee Whittaker	HR Specialist	<ul style="list-style-type: none"> • FMLA (Family Medical Leave) 	X2312