



Admin Solutions Group is a Minnesota-based, certified woman-owned, small business with five (5) employees that specialize in Administrative Management and Processes as well as Financial Management

Our unique skill sets that set us apart from the rest:

- Our diversely talented employees with a wide variety of skills
- Experience with both public and private sector clients
- Dedication to successful performance for our clients

#### **Core Capabilities**

- Management and Financial Consulting
- Office Administrative Services

#### **Management and Financial Consulting**

We provide operating advice and assistance on administrative and management issues.

- General ledger entries and reconciliations
- A/P and bill pay coordination
- AMS batching and entries to system
- Budget preparation and coordination, program-wide
- Monthly financial statements
- Reporting – management reports, summary reports, evaluation

#### **Office Administrative Services**

- Day to day management of working tasks and organizational needs to effectively manage our admin support role to include development of systems and efficiencies
- Support and task execution for leadership to include Executive Director, Council of Advisors, BOD, Committees and Divisions
- Meeting coordination and scheduling, meeting packets, minutes, and final outputs- BOD, Committees, Divisions
- Sponsorship Management/Support – deliverable schedule, coordination, and execution of deliverables in conjunction with ASN
- Communications Support – creation, proofing and edits, execution with full media schedule

**Federal Small Business Certifications**

- Woman Owned Small Business (WOSB)

**Contract Vehicles (Federal)**

- GSA Contract number: 47QRAA21D008U

**State Certifications**

- MN WOSB

**Major Clients (list the most important), Commercial and Government**

- International Positive Psychology Association
- Quorum LLC dba Amedco
- Vinyl Fence & Deck

**NAICS Codes**

- 561110 Office Administrative Services
- 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- OLM Order-Level Materials (OLM's)

**CASH TIERS, LTD**  
**DBA Admin Solutions Group**  
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[www.adminsolutionsgroup.com](http://www.adminsolutionsgroup.com)

**Year of incorporation:** 1998

**State of incorporation:** Minnesota

**Corporation type:** S-Corp

**D-U-N-S Number:** 130927671

**CAGE Code:** 58A43

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