

Capability Statement



T and T Admin Services, LLC

129 ½ N Franklin Street, Titusville, PA 16354

814-775-0379

<https://www.tandtadmin.com>

Tammy Messinger, Co-Owner

tammy@tandtadmin.com

Tabitha Tucker, Co-Owner

tabitha@tandtadmin.com

About Us

T and T Admin Services, LLC is 100% women owned small business with over 25 years combined diverse experience in accounting, office management, retail management and executive management. We have worked with government agencies, entrepreneurs, manufacturers, retailers, and non-profit agencies.

Core Competencies

- Administrative Support Services
- Bookkeeping
- Financial Management/Reporting
- Technology Support Services
- Payroll Processing
- Human Resources-Onboarding
- Project Management

Differentiators

Offering a tailored experience that meets the unique needs of each client:

- Exceptional attention to detail
- Commitment to accuracy and precision in handling financial & administrative tasks
- Personalized and responsive support
- Track record of meeting and exceeding deadlines & goals
- Virtual & in-person services available

Past Performance

Served as interim Secretary/Treasurer for local municipal government, Oil Creek Township - Venango, PA

- Processed payroll and provided guidance on utilization of software
- Trained new Secretary/Treasurer

Collaborated with Secretary/Treasurer of local municipal government, Pleasantville Borough, PA

- Provided guidance on software utilization

Consulted on development of new accounts payable software system, MakersHub Inc, TX

NAICS CODES

541219 Other Accounting Services

541214 Payroll Services

561110 Office Administrative Services

541611 Administrative and General Management Consulting Services

518210 Data Processing

561599 All Other Travel Arrangement and Reservation Services

541613 Marketing Consulting Services

541612 Human Resources Consulting Services

541618 Other Management Consulting Services

Company Data

- Small Business
- Woman-Owned
- UEI: Z599ENDSVRD5
- CAGE: 9N5S2
- PA Supplier: 556508
- Accept credit & purchase cards
- Certified QuickBooks ProAdvisor
- Certified QuickBooks Payroll
- FreshBooks Collaborative Accounting Certified