

# ANATOMY OF

## Inside Administrative Concepts Corporation

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*With offices throughout the U.S., this Bradenton-based company is projecting total earnings of \$1 billion within the next five years.*

**WHAT THEY DO** Administrative Concepts Corporation (ACC) provides companies with payroll administration, risk management, record keeping, tax, benefit, human resource and unemployment services. Specifically, these services include: Providing several

**Mission Statement** Committed to mutually beneficial business partnerships, ACC is dedicated to delivering exceptional service, giving its clients a stable foundation which enables them to focus on their business.

workers' compensation coverage programs for nearly all types of industries, eliminating workers' compensation prepayments and audits, managing workers' compensation and unemployment claims, investigating fraudulent claims, coordinating return-to-work programs, providing safety surveys and other loss control services, including OSHA compliance consultation, calculating, filing and paying federal and state payroll taxes, maintaining tax records, managing several Department of Labor rules, including payroll wage and hour

compliance, offering customized group and individual major medical programs, dental, vision and other supplemental plans, life insurance, Section 125 Cafeteria Plan, 401(k) and other retirement programs, processing paychecks, direct deposits and garnishments, providing year-end W2s and assisting with employee handbooks and job descriptions. **DATE FOUNDED** 1995. **FOUNDED BY** George Bushong and Sarah Peel. **FACILITY LOCATIONS** ACC's corporate offices are located in Bradenton with a second location in East

Bradenton. Offices are also located in Brandon, Fort Myers, Jacksonville, Mary Esther, Naples, Orlando, Pensacola and Tarpon Springs. Through a partnership with PEO Experts, new offices in Escondido, California recently opened. Administrative Concepts recently announced that it has expanded its coverage area into Alabama, Georgia and Mississippi, and new office locations in these states may be announced shortly. **TOTAL NUMBER OF EMPLOYEES (INCLUDING ALL LOCATIONS)** 11,720. **NUMBER OF BRADENTON EMPLOYEES** 1,150. **2007 SALES:** \$323 million. **2008 SALES** Projected at over \$300 million.

**COMPANY CULTURE** Flexibility and communication are at the heart of ACC's corporate culture, which has enabled the company to grow and to retain its employees by allowing them to advance in the organization. Employees have the comfort of knowing that they have the option to move to another department within the company if their skills fit the new position. The ACC management team makes it a priority to know all their employees' names and to establish an atmosphere that is professional, yet casual. The management is accessible in this way so that employees feel comfortable sharing any concerns, which results in a greater morale.

**TOP COMMUNITY ISSUES** ACC has been a sponsor for golf tournaments benefiting Foundation for Dreams and Easter Seals. Both organizations have similar missions—Easter Seals helps children with disabilities and special needs along with their families and Foundation for Dreams provides fun, educational, outdoor activities for children, ages seven through seventeen, with physical and developmental disabilities and serious illnesses.

**GREATEST ACHIEVEMENTS** One of ACC's greatest achievements is that after 13 years, the company has exceeded the \$300 million mark and holds ten offices throughout Florida. Another of ACC's greatest achievements is its Four Corners of Excellence positioning statement—which introduced its comprehensive family of companies—which allows ACC and the other businesses in the collaborative alliance to collectively offer a broader spectrum of services for their current and any prospective clients. The other companies in the Four Corners of Excellence are Payroll and More, which is part of the Financial Concepts group and provides payroll, accounting and tax services. The Insurance Concepts group, which includes Southern Eagle Insurance Company and Risk Concepts, both specializing in business insurance and risk management needs and lastly, Employment Concepts, which specializes in employee staffing needs.

**FUTURE PLANS** George Bushong, chairman of Administrative Concepts, said, "With the Four Corners of Excellence concept, I feel we are strongly positioned to reach our \$1 billion goal within the next five years. With earnings over \$300 million, we are currently well on the way toward that benchmark. As we increase our earnings, we look forward to providing greater opportunities for all our employees who have helped us to attain our objective."

**OTHER RECOGNITION** The company has been highlighted as Terry Bradshaw's Pick of the Week, has been honored with multiple awards from Florida Trend and Sarasota-Manatee Business Magazine and was listed as the 18th largest privately owned company in the Tampa region by the Tampa Bay Business Journal. Administrative Concepts has received additional recognition by the Tampa Bay Business Journal as a top-10 ranked PEO.

**ACCESS** Teresa Dick, CEO, Administrative Concepts Corporation, 941-744-1317.

### Exec Moves

**JODY KIELBASA, FORMERLY OF THE SARASOTA FILM FESTIVAL** As executive director since its inception, Kielbasa has resigned from the Sarasota Film Festival's top position. Originally hired to launch the festival, in the beginning he "wore a lot of hats" through, among other things, programming, fundraising, marketing and organizing. He considers some his greatest accomplishments while with the festival to be turning it into one of the most important regional festivals in the country and earning Sarasota a large amount of publicity. After "arguably the best year [the Sarasota Film Festival] has had," Kielbasa has decided it is "time for me to step aside and look at some other possibilities." He is considering options both locally and nationally. Locally, he is considering working as a consultant for non-profits, and nationally he is

exploring opportunities with other festivals. He and his wife are expecting their third child this fall. "It will be interesting to see where this journey takes me in the next few months," Kielbasa explains of the many decisions he has yet to make about the future for he and his family. [jodykielbasa@gmail.com](mailto:jodykielbasa@gmail.com), 941-806-7560.

**LISA MEAD, NORTHERN TRUST** Mead brings 19 years of trust administration experience to her position as vice president of trust administration at the company's Longboat Key office. She has previously attended the Cannon Financial Institute and has attained the designation of Certified Trust and Financial Advisor. Mead will be responsible for the administration of trusts, investment management and charitable trust accounts in her new position. On her goals, Mead says, "I plan to go into a more personalized relationship and expand my role with the clients." 540 Bay Isles Rd., Longboat Key, 941-387-1110.

**CLAUDE TANKERSLEY, CITY OF BRADENTON** Previously assistant director overseeing a budget of \$25 million, Tankersley has been named public works director for the City of Bradenton. One of his primary focuses is to act as liaison between his department and the community, mayor and city council. He also plans to help keep the Public Works Department's budget in check by having made the choice not to hire someone to fill in his previous position. Instead he will continue to do his previous job as well. "We're having to go through budget cuts just like everyone else." One of Tankersley's primary duties in his new role will be the rehabilitation or replacement of older city infrastructure. "This is a challenge not only for Bradenton, but for the entire country." For his strategy, he explains, "We want to make sure we operate as efficiently as possible. [We will use] a systematic method of trying to rehabilitate as much as possible without having to replace it." 1411 9th St. W., Bradenton, 941-708-6300. —S. Walch

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