

Job Description

Title: Administrative Assistant
FLSA Status: Exempt
Date: _____

Department: Finance
Reports to: CFO
Approved: _____

Job Summary:

The Executive Assistant frequently and independently handles a wide variety of situations and conflicts involving administrative functions for an Executive.

Essential Duties and Responsibilities:

- Composes and types correspondence involving complex and non-routing matters (may sign when technical or policy content has been authorized)
- Notes commitments made by CFO during meetings and arranges for staff implementation
- Establishes appointment priorities or reschedule appointments
- Summarizes content of incoming materials and specially gathered data and briefs CFO regarding important issues or conflicts
- Represents CFO through telephone and personal contacts
- Ensures, in the CFO's absence, that requests for action and information are furnished in a timely manner
- Advises CFO regarding the need for revisions in administrative procedures and policy and informs staff
- Acts a liaison between CFO and staff; coordinates special projects
- Systems administrator for the Business Travel Account
- Assists and instructs staff on proper use of the Business Travel Account
- Updates the Finance department flow charts
- Updates signature cards as needed
- Accounts for, distributes and replenishes petty cash as needed
- Handles check distribution and maintains check register
- Follow-up and facilitate that action items are completed on a timely basis
- Prepares check requests and purchase orders
- Makes travel arrangements for finance staff and prepares supporting documentation
- Occasionally may type contracts, secure appropriate signatures, and track contracts through the approval process
- Prepares expense reports and PARs for CFO
- Supports CEO Executive Assistant when necessary
- Performs related duties as required

Skills and Abilities:

- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral (English & Spanish)
- Ability to work effectively with a diverse population

Computer Equipment and Software Requirements:

- Microsoft Office Suite

Experience and Training:

- Minimum AA degree
- Three to four years of executive assistant experience

- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date