



**JOB TITLE:** Executive Assistant to the Chief Financial Officer

**DEPARTMENT:** Administration - Admin

**REPORTS TO:** Executive Vice President, Chief Financial Officer (“CFO”)

**DATE:** June 2019

### **POSITION OVERVIEW**

This position organizes and executes a broad range of tasks in support of the CFO. S/he plays a key role in managing the efficiency of the CFO’s office which oversees the Finance & Information Technology departments. S/he performs research, produces presentations, prepares materials for Board Committees, and assists the CFO with the coordination of strategic initiatives and special projects as assigned.

### **ESSENTIAL FUNCTIONS**

- Manages the calendar of the CFO and works closely with internal and external executives/assistants/vendors/auditors/banks to coordinate meetings and appointments. S/he independently handles outside inquiries and meeting requests and arranges for conference rooms as well as audio/visual requirements as necessary.
- Assists the CFO with scheduling, logistics, and preparing materials for Board of Directors’ Committee meetings (Audit and Finance & Investment). Collaborates with the President’s Office on the preparation of materials for Board & Committee Meetings.
- Drafts routine correspondence as well as proofreads and formats documents.
- Prepares presentations (PowerPoint), meeting agendas, spreadsheets (Excel) and other materials as needed.
- Provides overall document control ensuring proper signatures are obtained and protocols followed.
- Manages CFO files including maintaining current information and purging outdated material.
- Review incoming invoices, create check requests and obtain appropriate authorization. Prepare expense reports.

### **OTHER RESPONSIBILITIES**

- Assists the Chief Financial Officer with any reports and special projects as needed.
- Provides administrative support to the Finance and Information Technology departments, as needed.
- Provide administrative support to the President when the President’s assistant is absent.

- Performs other duties as needed.

#### **QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's Degree preferred.
- Minimum of three years of experience working in an administrative capacity in support of executive-level staff (e.g. CFO, COO, CEO).
- Experience working in a fast-paced environment with an understanding of prioritization of workload, ability to multi-task and a sense of urgency in performing tasks and executing department deliverables.
- Project management skills are also desirable.
- Demonstrates an ability to work and think independently.
- Possess the ability to interact well with a wide range of people of all levels within and outside the organization.
- Strong organizational skills and attention to detail required.
- Proficiency with MS Word, Excel, Outlook, and PowerPoint required.
- Strong written and oral communications skills.
- Experience in a non-profit or cultural institution a plus.

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the 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 required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
  - The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
  - This document is a communication tool and not intended as a written or implied contract of employment.

- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

#### HOW TO APPLY

- Include job title in the email subject field.
- Please state the location where job posting was seen.
- Send resume to [911mmfinancejobs@911memorial.org](mailto:911mmfinancejobs@911memorial.org)