



Cow Creek Government Office

Position Description

Position Title: Finance Executive Admin Asst.

Department: Finance

Reports To: CFO

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Provides administrative and clerical support to the CFO and accounting department. Handles confidential and sensitive information related to a wide variety of issues, including corporate financials, guest relations, employment issues, etc.

ESSENTIAL FUNCTIONS:

- Manages the CFO's calendar and independently schedules appointments.
- Screens all incoming telephone calls and correspondence for the CFO and responds independently when possible.
- Prepares memoranda outlining and explaining administrative procedures and policies to managers and directors.
- Arranges meetings, programs, events, or conferences by arranging for facilities and catering, issuing information or invitations.
- Acts as custodian of corporate documents and records: maintains an organized and confidential filing system for the department.
- Composes and prepares confidential correspondence, reports, and other complex documents for the CFO.
- Attends Management meetings, taking and distributing minutes to all attendees.
- Creates and maintains database and spreadsheet files.
- Arranges, reconciles and reimburses all corporate travel for seminars and training. Also, arranges travel for outside visitors as needed.
- Responds to all inquiries on-line for various property wide questions. If unable to respond directly, forwarding the inquiry to the appropriate department for answer.
- Maintain adequate office supplies by assessing needs and placing orders.
- Assist Accounts Payable, Accounts Receivable, and Payroll as needed.

QUALIFICATIONS:

- High school diploma or GED, or related subject or 3-4 year's previous experience as Executive

Administrative Assistant.

- Proven organizational skills and experience prioritizing multiple requests in a fast paced environment with frequent interruptions.
- Excellent verbal and written communication skills.
- Ability to maintain confidential records.
- Advanced level computer and software skills in MS Word, Excel, Outlook and PowerPoint.
- Demonstrated high degree of accuracy with data entry, taking minutes and report writing.
- Valid Oregon Driver License and the ability to comply with the company's Drivers Policy.