



Cow Creek Government Office

Position Description

Position Title: Finance Admin Asst.

Department: Finance

Reports To: Accounting Manager

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Provides administrative, functional, and clerical support to the CFO and accounting department. Handles confidential and sensitive information.

ESSENTIAL FUNCTIONS:

- Screens all incoming telephone calls for the CFO and responds independently when possible.
- Collects and distributes incoming and inter-office mail for the department.
- Acts as custodian of department documents and records: maintains an organized and confidential paper-based and digital filing system for the department.
- Composes and prepares confidential correspondence, reports, and other complex documents for the department.
- Attends department meetings, taking and distributing minutes to all attendees.
- Creates and maintains database and spreadsheet files as assigned.
- Arranges, reconciles and reimburses all corporate travel for seminars and training
- Maintain adequate department office supplies by assessing needs and placing orders.
- Assist Accounts Payable, Accounts Receivable, Payroll, Banking, and Procurement functions, as needed.
- Assist with special projects as assigned, including: year-end, audits, budgets, etc.
- Perform all duties, in an accurate and timely manner.

QUALIFICATIONS:

- Minimum High school diploma (or GED), and 2 years' experience as Finance Administrative Assistant.
- 2 year Associates degree in accounting, or related experience preferred.
- Proficiency with Microsoft Office suite with emphasis on Outlook, Excel, and Word required.
- Proven organizational and analytical 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.

- 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.