

# UNION SETTLEMENT

## Job Description

**Position:** Administrative Assistant

**Department:** Finance

**Reports to:** Chief Financial Officer

**Hours:** Full-time (**Temporary**)

**FLSA:** Non-Exempt

**As of:** 12/14/2017

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### Responsibilities:

- Under the direction of the CFO, perform general administrative duties and manage administrative functions of the Finance Office, including but not limited to management of the administrative filing, photocopying, ordering and tracking office supplies, maintaining the Finance Department's copy/fax machine and postage machine, and arrange agency messenger services.
- Update and maintain critical Finance Department records as determined by the Chief Financial Officer.
- Various ad hoc analysis as determined by the CFO.
- Assist the CFO in managing various Union Settlement Procedures.
- Assist the CFO in preparing for the monthly Finance Committee meetings and Quarterly Board meetings.
- Process all incoming and outgoing mail for the Finance Department.
- Prepare and place all purchases for the Finance Department.
- Maintain all payment records through the PIP portal.
- Maintain all payment records from the OSC portal.
- Manage the quarterly shredding and storage efforts.
- Assist Payroll with the distribution of payroll checks and metrocards.
- Assist the AP Accountant with the preparation and distribution of vendor payments.
- Maintain vendor files.
- Assist in the preparation of files for the annual audit.
- Prepare reports, financial data, spreadsheets and presentations.
- Manage calendars, screen calls; make travel, meeting and event arrangements.
- Assist the Controller and the Director of Budgets and Contracts with administrative tasks as requested by the CFO.
- Additional duties as assigned by Controller or CFO.

**Qualifications:**

- Bachelor's Degree preferred; at minimum, Associate's Degree and two years' experience.
- Accounting experience a plus.
- Strong research and computer skills, especially in Microsoft Excel and Word.
- Strong organizational skills essential.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Sensitivity to confidential matters.
- Works well with all levels of management and staff.
- Ability to work additional hours as needed to meet deadlines.