



A Union of Professionals

June 5, 2020

Notice of Open Position

Job Title:	Confidential Executive Assistant	Unit:	OPEIU-Confidential (Grade 8 + 10%)
Posting Number:	COPU-41-20-0620-V	Supervisor:	Chief Financial Officer
Department:	Finance	Annual Salary:	\$65,804.39

Position Summary: The executive assistant provides confidential support to the chief financial officer relating to personnel and policy matters, contract negotiations and financial issues. In addition, the executive assistant provides general support for the smooth operations of the office including, but not limited to, scheduling, correspondence, filing, notetaking, budget and communications.

Position Responsibilities:

- Maintain confidential files regarding personnel actions, financial and policy documents and contract negotiations.
- Provide support for the organizational budget process including compiling and tracking budgets, filing and printing for use in officer meetings.
- Sort, prioritize and respond to e-mail, correspondence, phone calls and voicemail on behalf of the supervisor.
- Draft, review and edit documents and e-mails for supervisor’s signature.
- Maintain supervisor’s calendar and schedule meetings – arrange supervisor’s travel and hotel accommodations, as necessary.
- Prepare meeting agendas, minutes, and other materials as directed.
- Assist with expense reports for supervisor, officers, and vice presidents; and monitor and distribute mail delivered to department mailboxes in both email and paper form.
- Maintain and ensure all updates to the AFT website and intranet sites for financial documents and information prepared by the department.
- Develop and maintain project status database to help monitor and follow-up on the progress of department deliverables.
- Track and maintain files for special projects and process invoices associated with the department and/or supervisor’s work.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor’s degree or some college coursework and five (5) years of relevant work experience required.
- Knowledge of financial operations and processes preferred.
- Good written and verbal communications skills.
- Good interpersonal skills including the ability to maintain a professional manner when dealing with difficult situations.
- Reliable attendance record and ability to work independently.
- Good organizational skills including ability to prioritize competing demands based on general instructions and own knowledge.
- Proficient word processing ability and advanced knowledge of spreadsheet software.

Work Environment:

- The work is generally performed in an office environment; however, some travel is required.

How to Apply:

Applicants should submit a cover letter and resume to the director of human resources via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3028455.

Internal Posting Period:

There is no internal posting period. Applicants will be considered as they apply.

AFT is an equal opportunity employer.

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.