

JOB DESCRIPTION

JOB TITLE: Assistant to the Chief Financial Officer (C.F.O.)
DEPARTMENT: Finance
REPORTS TO: Chief Financial Officer (C.F.O.)
POSITION STATUS: Full Time, Exempt

GENERAL SUMMARY: Responsible for providing a range of administrative support and coordination of projects for the C.F.O., and the Departments of Accounting, Accounts Payable, Accounts Receivable, Student Finance, Financial Assistance, Payroll, and Human Resources. Responsible for promoting efficient delivery of services and overseeing Departments in the absence of the C.F.O. Responsible for maintaining high standards of professionalism, efficiency, personal communication, discretion, and independent judgment. In working with internal and external contacts, including Board Trustees, the Assistant to the C.F.O. deals with a wide range of highly sensitive issues under tight deadlines and pressures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides a wide variety administrative support to the C.F.O. and to the departments under his/her supervision. Manages the C.F.O.'s and departmental calendars to prioritize and resolve conflicts and to ensure all commitments and deadlines are met. Prepares responses, correspondence, meeting materials, schedules, and other forms of communications for the Departments.
- Uses good judgment in identifying issues to assist staff, faculty, and students with questions regarding policies and procedures and/or directs the issues to management, or appropriate staff.
- Maintains the law school's permanent records in compliance with the retention policy and according to the practices established by the C.F.O.
- Administrates the corporate credit card including issuing, cancelling, weekly balancing and monthly auditing the statements according to the law school's policy.
- Assists the C.F.O. in coordinating departmental daily activities as well as annual audits to ensure commitments and deadlines are met.
- Contributes to the coverage of the Student Finance counter and assisting students.
- Handles Federal Work Study payroll and should be able to process the regular payroll in the absence of the payroll staff. Responsible for disbursing paychecks on payday.
- Assists Accounting Department in entering journal entries, setting up and releasing bank transfers, uploading and distributing bank statements and reconciling payroll bank account.
- Supports Accounts Payable processes when needed and acts as a back-up in the absence of Accounts Payable staff. Checks A/P batches for accuracy prior to submitting checks for signature. Audits all A/P invoices/checks and requisition/expense reimbursement/purchase orders, etc. to ensure the law school's policies are followed prior to return them to A/P for filing.

- Assists the C.F.O in managing third party leases, contracts, and agreements including its execution and renewal.
- Organizes, updates, and maintains Finance and Human Resources confidential filing systems. Audits all documents to ensure the law school's policy and practices are followed prior to filing.
- Reconciles, processes, reviews, maintains, and submits as required the following: Invoices, Check Requests, Purchase Orders, Contracts, and Expense Reports.
- Supports and coordinates Audit and Finance & Investment Committee meeting arrangements including teleconferences and minute taking if required.
- Performs standard office tasks such as answering telephones, filing, ordering of supplies, faxing and copying, and booking meeting rooms. Collects and opens mail addressed to the departments; forwards correspondence to appropriate staff for action.
- Maintains positive relationships with faculty, staff, students, consultants, bankers, and vendors.
- Undertakes special assignments or projects on a wide variety of responsibilities as assigned by the C.F.O.

KNOWLEDGE, SKILLS & ABILITIES:

- Two or more years of experience in office procedures, data compilation and record maintenance.
- Must have the ability to observe and maintain a high degree of confidentiality and professionalism.
- Must be proficient, detailed-oriented and accurate to assist in running a smooth office environment.
- Must demonstrate creativity, flexible, foresight and mature judgment in anticipating and solving problems and in dealing with a variety of situations where only limited standardization exists.
- Must be able to communicate effectively and to interface with all levels of company personnel and a variety of personalities in a professional manner.
- Requires a functional knowledge of company operations and procedures to accurately interpret documents/instructions to act properly and promptly.
- Advanced computer skills including the use of word processing, spreadsheet, e-mail, and accounting/finance programs desirable.
- Excellent oral and written communication (including proofreading).
- Ability to organize projects.
- Ability to multi-task and meet deadlines.
- Strong Customer Service background.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for long periods of time while working at a computer and/or writing.
- Must be able to communicate well with others; students, staff and faculty.
- Must be able to handle high level of stress in a useful, constructive manner.
- Must be able to lift/carry up to 25 pounds.
- Must be able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:

- 40 hours per week, Monday through Friday, nights and weekends if needed.