Job Description

Title: Administrative Assistant/Finance Clerk   Department: Finance
FLSA Status: Non-Exempt   Reports to: Controller & CFO

Job Summary:
The Administrative Assistant serves in a support capacity and may independently handle a variety of situations involving administrative functions for the department.

Essential Duties and Responsibilities:
- Composes and types correspondence involving routine matters
- Review both accounting and finance emails and reroute to correct personnel
- Assists A/P and A/R as needed.
- Maintains records and files in accordance with applicable statutes
- Assists with special accounting projects as needed
- Assists with the monthly closings
- Provide recommendations based on financial analysis
- Assesses the urgency and importance of issues and takes appropriate action
- Monitors status of projects and takes action, refers important matters to supervisor or staff to ensure timeliness
- Performs related duties as required

Skills and Abilities:
- Accountability
- Excellent Analytical, conceptual and business partnering skills
- Excellent Ability to work independently
- Must demonstrate initiative and be proactive
- Excellent interpersonal skills and communication skills, both written and oral

Computer Equipment and Software Requirements:
- Microsoft Office Suite
- MIP & Microix knowledge

Experience and Training:
- Associate degree preferred
- Minimum of three years of administrative/accounting/finance experience in a fast paced environment
- Knowledge in all areas of GAAP, FASB and governmental funding regulations/requirements is helpful
- Knowledge of OMB circulars is helpful but not required
- Knowledge of principles and practices of organization, planning, records management and research
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

_____   _____
Employee Signature   Date

_____   _____
Supervisor   Date