

Executive Assistant - Finance

The Executive Assistant provides high-level administrative support to the Chief Financial Officer (“CFO”) through the performance of clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. Duties will also include, but are not limited to, certain functions related to financing activities and the gathering and preparation of materials for Committee and Board meetings.

Education & Experience Requirements:

- High school degree or equivalent and 2+ year of relevant work experience.
- Strong analytical skills, including the ability to work independently and assume responsibility for project deliverables with minimal supervision.
- Excellent communication and interpersonal skills. Ability to communicate effectively with Management and internal/external partners.
- High level of computer proficiency preferred, including advanced Microsoft Excel ability
- Effective interpersonal/communication skills. Able to build relationships with internal and external partners, and communicate effectively (written/oral).
- Highly organized with demonstrated multitasking ability.
- Able to work independently and demonstrates initiative.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, please submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=208179&lang=en_US&source=CC2&cclid=19000101_000001

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