



CAREER OPPORTUNITY

ADMINISTRATIVE ASSISTANT to the CFO

Department: Executive
Pay Range: \$16.32/\$33,950 - \$20.47/\$42,589
Work Days: Generally, Monday – Friday

Reports To: Chief Financial Officer (CFO)
FLSA Status: Full-time/Non-exempt
Work Hours: Generally, 8 a.m. – 5 p.m.

SUMMARY

The Administrative Assistant to the CFO serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the CFO. The Administrative Assistant to the CFO also serves as a liaison to internal staff and the CFO; organizes and coordinates executive outreach and external relations efforts; oversees special projects and must be results-driven and service oriented. The Administrative Assistant to the CFO must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant to the CFO will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. When directed, represents CFO at outside meetings and events germane to CAT. May attend meetings, to include internal, external and board of director's meetings, to record and maintain information needed by CFO.

PRINCIPAL ACCOUNTABILITIES

- Maintains confidentiality of all of the Authority and Board of Directors' matters. May record and maintain the minutes and other documents germane to Authority proceedings.
- Manages an extremely active calendar of appointments; completes expense reports; composes and prepares correspondence that is sometimes confidential; arranges complex and detailed travel plans, itineraries, and agendas; and compiles documents for travel-related meetings.
- Plans, coordinates and ensures the CFO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CFO's time and office.
- Communicates directly, and on behalf of the CFO with Board members, senior management, and others, on matters related to CFO's programmatic initiatives, as directed.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CFO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CFO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CFO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CFO updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CFO, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CFO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Assists board members with detailed travel plans and itineraries as needed.
- Adhere to compliance with applicable policies regarding board and board committee matters.
- May be requested to prepare the agenda, participate in and/or schedule meetings and record minutes.
- Responsible for a variety of general administrative duties.
- Performs other duties as assigned.

QUALIFICATIONS

- Demonstrated strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.

- Very strong interpersonal skills and the ability to build relationships including staff, board members, vendors, external customers and the general public. Ensure Board Members, customers, vendors, employees and the general public are handled in a professional and courteous manner.
- Expert level written and verbal communication skills.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward-looking thinker, who actively seeks opportunities and recommends' solutions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university and five (5) to ten (10) years' experience supporting senior level management executives; or equivalent combination of education and experience including typing, business machines, dictation equipment, personal computer operations; Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Georgia driver's license and Notary Public.

INTERPERSONAL SKILLS

Maintains confidentiality remains open to others' ideas and exhibits willingness to try new things; maintains positive and proactive attitude, demonstrates initiative and positive relations with Authority customers and business contacts. Strong intuitive skills; exercises discretion and keen anticipatory skills; proactively seeks to accommodate others, especially guests and customers of CAT.

ORAL COMMUNICATION

Speaks clearly succinctly and persuasively in positive or negative situations and demonstrates comfort and ease in the presence of others.

WRITTEN COMMUNICATION

Edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret writing information. And demonstrates written composition skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers, business associates and employees of CAT.

DEPENDABILITY

Consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance. Must be able and willing to work overtime hours including without notice, when necessary.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to formulate and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense and deductive reasoning when carrying out instructions conveyed in written or oral form.

PROBLEM SOLVING

Must be able to identify and resolves problems in a timely manner; gather and analyze information skillfully and present viable alternatives. Ability to address and solve problems involving multiple variables.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

TRANSPORTATION

Available to transport CFO and others as requested, to and from designated locations. In order to effectively carryout some of the duties and responsibilities described herein must have a valid Georgia Driver's License, approved MVR results and immediate access daily to a reliable automobile.

Submit resume hr@catchacat.org and enter the title of the position in the subject line of the email.

EOE M/F/D/V