

Administrative Assistant to the CFO

POSITION TITLE: **Administrative Assistant to the CFO**

REPORTS TO: Chief Financial Officer

OFFICE: Finance Department

FLSA STATUS: Non-Exempt

Full-Time

Description:

- Monitoring mail and e-mail and composing routine correspondence,
- Attending and preparing minutes for board meetings,
- Arranging internal and external meetings and conference calls,
- Preparing documents and materials for upcoming meetings
- Submitting expense reports, tracking and submitting financial institution approval requests,
- Assists in the correspondence with diocesan entities on behalf of the CFO and Chancery,
- Gathering data from diocesan entities on behalf of the Chancery and updates reporting and databases as needed,
- Assists with filing and document management, exercises sound decision-making;
- Anticipates needs and conflicts,
- Operates in a highly-confidential environment,
- Performs other duties as assigned.

Special Knowledge, Skill, and Ability Requirements:

- Working knowledge of Excel and PowerPoint Experience with Microsoft Outlook and calendar management experience with virtual meeting software; Microsoft Teams preferred.

Requirements

Required Education and Experience:

1. High school diploma required
2. Minimum of five years' related experience
3. Experience with Excel and PowerPoint
4. Well organized and a self-starter.
5. Ability to work both independently and with a team
6. Demonstrates a strong work ethic.