



Executive Assistant Office of Finance & Accounting

Position Description:

The Executive Assistant is the primary support person for the Office of Finance & Accounting, reporting directly to the Chief Financial Officer, and manages the day-to-day operations of the Office. The incumbent is also responsible for supporting the work of the Committee on Budget and Finance, The Audit Sub-Committee, the Accounting Practices Committee and other committees as assigned, as well as assisting with annual budget preparation. Supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: Bachelor's degree *or* equivalent related experience *or* combination of college level course work and related experience.

Major Field/Specialty: liberal arts, business

Other Specialized Training:

- Knowledge of Catholic Church hierarchy and mission
- Excellent written and verbal language skills
- High proficiency in Microsoft Word, Excel, PowerPoint, Access, Internet, e-mail, etc.
- Excellent organizational and time management skills
- Ability to operate standard office equipment
- Knowledge of Accounting and Bookkeeping Procedures

Type and Nature of Professional Experience (*Minimum 3-5 years*):

- Administrative experience in finance or accounting office in a non-profit environment helpful
- Experience that demonstrates ability to read reference material, obtain information and/or perform intermediate mathematics
- Demonstrated ability to write correspondence, edit and proofread documents

- Ability to handle confidential and sensitive communications
- Ability to follow established policies and procedures
- Experience that demonstrates attention to detail, accuracy and follow-through
- Experience establishing priorities, handling multiple tasks and meeting deadlines
- Ability to collaborate with peers, colleagues, and others to achieve mission goals and objectives