

Archdiocese of Anchorage
Job Description



Job title: Administrative Assistant - Finance and Facilities

Full-time X
Part-time

Exempt
Nonexempt X

Reports to: CFO

Direct Reports:
NONE

Job Purpose

The Administrative Assistant reports to the Chief Finance Officer and supports the finance department by performing a variety of duties, such as: organizing meetings, recording minutes, facility administration & coordination of facility repairs, make corporate travel arrangements, filing, data entry, and other duties as assigned.

Essential Duties and Responsibilities:

- Provide primary support for the Finance Officer, and Finance department.
- Maintain Finance Council schedule, take meeting minutes, and coordinate meeting supplies & refreshments.
- Coordinate all IT assistance requests, office equipment maintenance, phone systems, and other facility maintenance..
- Maintain updates to Archdiocese directory at all times & updates to email group lists.
- Coordinate and book Corporate travel through Easy Biz
- This position becomes the point of contact for various projects throughout the year such as, tracking World Youth Day travelers, implementing new office machines or systems, Bank signer updates, etc.
- Keep supplies at the Chancery building stocked, and make trips to Costco, or Office supply store.
- Participate in the financial audit work as necessary
- Keep an accurate, up to date record of all pool vehicle usage, including maintenance and refueling
- Other duties as assigned.

QUALIFICATIONS

Competencies:

Must have:

Willingness and ability to support the Mission of the Roman Catholic Archdiocese of Anchorage

Knowledge Skills and Abilities Required:

- Excellent written and oral communication
- Good public relation skills
- General physical ability, to run errands & pickup of supplies
- Proficient with computerized accounting software
- Computer skills to include, Microsoft Word and Excel required
- Good judgment and common sense
- Ability to handle private and confidential information in an appropriate manner
- Ability to prioritize multiple tasks
- Ability to work independently
- Possess a current valid Alaska Drivers License and have proof of a clean driving record

Education: High school degree or GED required; Associate Degree in Business Administration or related field of study with emphasis in accounting, or similar preferred.

Experience: One to two years or relative experience.

Physical Requirements/Working Conditions:

- Ability to sit at computer for extended periods of time
- Ability to type
- Must be able to talk, listen and speak clearly on telephone
- Ability to lift and carry up to 30 lbs. on an infrequent basis

Print employee name:

Employee signature:

Date:

Supervisor's signature:

Date:

Approved by HR:

Date: