

Job Opening
August 22, 2016

JOB TITLE: Executive Assistant/Financial Coordinator to the CFO
DEPARTMENT: Chief Financial Office (CFO)

LOCATION: NYC

BASIC FUNCTION:

Perform all essential administrative support functions for the Chief Financial Officer (CFO)

WORK PERFORMED:

- Screen and manage all phone calls and messages, including direction to appropriate parties, prioritization, and the immediate handling of time-sensitive calls.
- Handle all scheduling matters: confirm meetings and conference calls, reserve meeting rooms, provide for building security clearance on the Kastle system, resolve scheduling conflicts, monitor schedule changes, provide meeting reminders and updates, ensure all necessary materials are available prior to meeting;
- Maintain CFO's calendar in connection to appointments, meetings, conference calls and trainings;
- Enter all annual, sick, holiday and personal time requested by staff into the CFO's calendar and the CFO's Department calendar in Outlook, as needed, as well as track departmental vacation coverage;
- Make travel arrangements and ensure that all travel documents are in order and available as needed.
- Receive, review and submit payment authorization forms, business meal authorization expense reports, pre-travel requests, mileage forms, tax exemption forms, petty cash, purchase requests, and shipping receipts.
- Review, sort and categorize all incoming mail (internal or external). Re-route mail as needed. Distribute to Finance Team, CFO's team and other agency staff, as appropriate.
- Maintain assignment log and follow-up system for Finance department heads and CFO's department heads/Directors. Send reminders and ensure project assignment deadlines are met.
- Create, organize and maintain the filing system for records, correspondence and other related materials. Review files periodically and screen for materials that can be disposed of according to file/document retention guidelines and materials that can be stored centrally.
- Handle document preparation, spreadsheets, coordination and production. Prepare presentation materials, including PowerPoint, as needed.
- Update and maintain CFO's staff listings on ESD's intranet/website in coordination with the Office of Public Affairs/Content Manager.
- Maintain Board meeting books. Ensure materials are complete, in order and available in advance of each Corporation and Subsidiary Board meeting. Ensure Board Material Review meetings are set up as appropriate.
- Perform special projects as required.

EDUCATION & REQUIREMENTS:

Education Level Required: High school diploma; degree, preferably in accounting, finance or government highly desirable.

Equivalent Experience Required: A minimum of five (5) years of administrative experience in a financial environment.

Knowledge Required: Strong written and oral communication skills are required. Excellent telephone etiquette, Proficiency with Excel, PowerPoint and Word required. Knowledge of other software, including database software, is desirable. Excellent presentation preparation skills and advanced ability to organize. Ability to work independently.

APPROXIMATE HIRING SALARY: Up to \$53,000

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator - Human Resources Dept., ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER