

## NOTICE OF EMPLOYMENT OPPORTUNITY

### Executive Assistant

CFO's Office

Exempt

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**POSITION SUMMARY:** Provides administrative and project tracking support to the Chief Financial Officer. Must maintain high standards of professionalism, efficiency, communication, discretion, and independent judgment. In working with internal and external contacts, including board members, deals with a wide range of highly sensitive issues under tight deadlines/pressures.

#### ESSENTIAL FUNCTIONS:

1. Develop and implement tracking procedures to accurately maintain a Campus Master Project List and to record project progress for the CFO's Office, CFO staff and members of the MPEA Board of Directors, as needed.
2. Proofreads, answers, and composes routine correspondence both hand-written and electronic, including board communications, agenda, and other related materials for; prepares selective summaries and any follow-up actions for the CFO as requested.
3. Provides administrative support to the CFO:
  - Manages the CFO's calendar including, prioritizing, and resolving conflicts and competing demands, proactively scheduling important meetings with internal and external partners, with a sense of urgency and the utmost confidentiality.
  - Organizes and coordinates travel and related requirements including flight tickets, hotel bookings and expense reports.
  - Provides support in scheduling, arranging, and organizing meetings including collation of speaking notes and/or briefing notes, handling logistics, such as conference registrations, room reservations (internal and external), and local travel. Maintains meeting minutes and notes, and manage action item follow-up, issue tracking and deliverables of meetings.
  - Handles phone calls – with tact and speed, and routes them to the appropriate individuals.
  - Administers and coordinates many projects simultaneously and adheres to deadline requirements.

- Contributes to the excellent reputation of the CFO's office through professional, friendly, and respectful interactions internally and externally.
  - Assists in corporate events as needed.
4. Assembles and gathers data, provides research assistance, and prepares reports for department projects and monthly reporting to department heads, city and state. Reviews, assesses, routes, answers, and monitors follow-up action steps on correspondence. Gathers and analyzes information required for administrative reporting.
  5. Monitors CFO's Office budget including tracking expenditures and providing reports. May prepare spreadsheets for budgets, or contracts, including tracking and maintaining expenditures and reconciling accounts. Prepares financial reports using on-line financial systems, as available.
  6. Maintains an organized filing system of paper and electronic documents and adheres to the MPEA Records Retention policy. Provides an accurate monthly report to the union (s) and to accounts payable, in addition to assisting during the audit process
  7. Other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- A highly motivated professional: College degree in business management or related field, or training in secretarial skills, office management and/or administrative studies required, or equivalent experience.
- A minimum of 5 years supporting executives.
- Possesses and demonstrates strong integrity, great attention to detail and excellent organizational skills under pressing time constraints.
- Very strong interpersonal skills and the ability to build and maintain professional, friendly, and cordial relationships with stakeholders, including staff, board members and external partners.
- Displays agility, the ability to work independently and anticipate needs, plans for alternative scenarios, and makes good judgments with minimal guidance.
- A highly resourceful team-player with the ability to also be extremely effective independently.

**EXECUTIVE ASSISTANT to the CFO**

- Ability to deal with ambiguity, change and a dynamic business environment.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- 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.
- Expert level written and verbal communications.
- Strong computer skills including proficiency in Microsoft Office programs; Word, Excel, PowerPoint, and Outlook.

**CLOSING DATE: March 28 2024**

**Submit RESUMES to [HR@mpea.com](mailto:HR@mpea.com)**

**POSTED: March 18, 2024**

**“EQUAL OPPORTUNITY EMPLOYER”**