

Houstonfirst

Job Posting

Job Title:	Executive Assistant – Finance
Department:	Finance
Reports To:	Senior VP of Finance
Location:	Partnership Tower
Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.
FLSA Status:	Non-Exempt
Updated:	August, 2021

SUMMARY: Provide administrative support to the CFO and Senior V.P. of Finance

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- prepare and modify documents including correspondence, reports, drafts, memos and emails
- answer, screen and transfer inbound phone calls
- receive and direct visitors and clients
- maintain electronic and hard copy filing system for Finance department
- retrieve documents from filing system as needed
- schedule and coordinate meetings for CFO and Senior Vice President of Finance
- handle travel arrangements and registrations for conferences, meetings, etc. for CFO and Senior VP of finance and team members
- prepare expense reports for CFO and Senior VP of Finance and team members
- schedule and prepare agendas for CFO and Senior VP of Finance team meetings
- record, compile, transcribe and distribute minutes from team meetings
- maintain office supply inventories for team members
- manage and code federal express expenses
- provide back-up assistance to team members as needed
- assist with inventory audit counts
- other duties and special projects as assigned

KNOWLEDGE, SKILLS, AND ABILITIES: (technical, communication, interpersonal, etc.)

- Strong computer skills – Microsoft Office Suite – Word, Excel and PowerPoint
- Strong professional: oral and written communications
- Ability to anticipate the executive's needs and proactively bring together appropriate people to support the executive in addressing the issues



- Ability to handle confidential information with integrity and discretion
- Ability to prioritize workload, meet deadlines and produce high level of work with quality and accuracy
- Strong problem solving and analytical skills
- Effective communication skills with the ability to work well with others
- Ability to multi-task and work in a high volume and sometimes stressful environment
- Strong interpersonal skills

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibilities

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- High School Diploma or equivalent with some college preferred
- Five to 10 years' experience as an Executive Assistant to a "C" level executive preferred

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

MISCELLANEOUS:

- Must pass a pre-employment drug test

ANNUAL SALARY: Commensurate with experience

POSTING DATE: September 7, 2021

BENEFITS: Medical, Dental and Vision insurance
 401(K) (100% match up to 6%)
 Paid Holidays (10 Days)
 Paid Time Off (120 hours first Year)
 Health Reimbursement Account and Flexible Spending Account
 Tuition Reimbursement (Up to \$5,200.00 annually)
 Paid Basic Life & Accidental Death and Dismemberment
 Paid Short-term and Long-term Disability Pay

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

