



<b>Job Title:</b>	Executive Assistant to CFO	<b>FLSA Classification:</b>	Non-Exempt
<b>Department:</b>	Finance & Administration	<b>Reports To:</b>	Chief Financial Officer

### **Job Summary:**

The Executive Assistant is responsible to provide a high level of administrative support and personal assistance to the Chief Financial Officer (CFO). This position will proactively coordinate, manage and keep the CFO on track with schedules, projects and commitments. The Executive Assistant works directly for the CFO and liaisons with the senior executives and other stakeholders for optimal results.

### **Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

#### **Administration**

- Achieve operational objectives by: contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Prepare correspondence, reports, and high-quality presentations.
- Develop and maintain an appropriate follow-up procedure so as to ensure that all projects, reports, and task associated with or originating from the CFO's office is completed.
- Write summary reports on status of all assignments, submit reports as needed:
  - Maintain "to be discussed with lists" for those in regular contact with CFO, presenting reminders when and as needed to ensure all responsibilities are completed.
  - Provide an end of day "Punch List" with an overview of the next day's agenda
- Analyze complex issues and apply investigative techniques to find answers or offer solutions.
- Be proficient in utilizing the new technologies and ALCC online community tool as the main form of communication to members.
  - Devise and maintain office systems, including data management and filing.
- Coordinate daily workflow, maintaining appropriate routines and procedures.

#### **Executive Support**

- Manage the CFO's calendar and appointment schedule.
- Contact people to schedule appointments and meetings as needed and/or requested by and for the CFO.
  - Prepare for meetings; prepare agenda, schedule and set-up appropriate room, prepare food and beverages as requested.
- Open, review, sort and file e-mails and hard copy mail for CFO.

- In the CFO's absence, either acknowledge correspondence and save for her return, or refer to others for appropriate action.
- Liaison with staff, vendors, business partners and the public on CFO's behalf.
- Organize personal affairs to facilitate continuous workflow and productivity. This includes but is not limited to: schedule appointments, prepare lunch, capture messages and other personal commitments.

Schedule: 28-29 hours per week.

Typical schedule is Monday – Thursday, 9am-4pm

### **Supervisory Responsibilities:**

The Executive Assistant does not have any direct supervisory responsibilities. However, must be skilled in influencing people, processes, and timelines on behalf of the CFO.

### **Minimum Qualification Standards:**

- Associate degree with 3 years progressive administrative experience required, bachelor's degree preferred.
- Three years' experience in an administrative or business capacity role.
- Equivalent combinations of education and work experience will be considered.
- Completion of Transformed Life in the Abundant Life Institute.

### **Knowledge, Skills, and Abilities:**

- Proficient and adept at problem solving complex issues, bringing clarity and cohesiveness to key stakeholders.
- Highly developed time management, organizational and prioritization skills with the ability to multi task with clarity; facilitating several projects at the same time with the ability to monitor and assess one's own self.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests in order to deal effectively all types of people.
- Excellent professional level communication and interpersonal and relationship building skills. Having the ability to listen and influence other people in written or verbal forms. Creatively presenting and disseminating information and concepts effectively.
- Being aware of others and actively looking for ways to help people, adjusting your own reactions in relation to others in order to provide exceptional service to both internal and external contacts.
- Must be comfortable interacting with people of all levels to include strangers and in all types of settings, including one-on-one and in groups.
- Demonstrated aptitude for working in sensitive environments which require a high degree of confidentiality.
- Constantly, and consistently, maintain a posture of confidentiality at all times regarding ALCC interests, employees and congregation.
- Presents themselves in excellence in regard to appearance and conduct, projecting a professional image at all times.

### **Ministry Values:**

- **Honor** - God calls us to live honorable lives. His capacity to bless and use us in His Kingdom is directly related to the level of honor we express. At Abundant Life, we are committed to honor God, our families, His Church, our government, and ourselves. **1 Peter 2:17; 2 Tim. 2:20-21**
- **Integrity** - We seek to be truthful, consistent, faithful, dependable, and authentic in our personal character and in our dealings with others in and outside of the church. We believe that personal integrity creates a positive force that attracts and inspires love, joy and prosperity. **Prov. 20:7; Titus 2:7; Daniel 1:8**
- **Excellence** - We relentlessly pursue to discover and achieve the fullest potential in body, mind, spirit, relationships, finance, and work. We are dedicated to elevating our community through cultivating a mind-set and lifestyle of growth, progress, and personal excellence. We believe that as followers of Jesus Christ we should offer God our very best and provoke one another to do the same. **Phil. 3:13-14; Dan. 5:12,14; 6:3**

### **Ministry Accountabilities:**

- Personally spend time reading the Bible and praying.
- Demonstrate a lifestyle consistent with biblical principle, always seeking God's will and wisdom, while serving Him and ALCC.
- Let Christ overflow from your life into the ministry and maintain a servant attitude.

### **Equipment, Machines and Software Used:**

This position requires the regular use of a printer, copier, fax machine, adding machine, and personal computer running Microsoft Office for Mac.

### **Mental and Physical Requirements:**

Close mental and visual attention required to perform work dealing primarily with preparing and analyzing data and figures, using a computer terminal, and reading.

The employee is regularly required to sit, stand, walk, use hands to finger, grasp, talk, hear and perform repetitive motions. Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Environmental Conditions:**

There is no exposure to adverse environmental conditions. Work is performed in a typical office work environment.

### **Disclaimer:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required

to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

<b>I acknowledge that I have read this job description and have received a copy for my records.</b>	
<b>Employee Name:</b>	
<b>Date:</b>	