CROWDER COLLEGE
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
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<tbody>
<tr>
<td>FT, 12 Mo.</td>
<td>ADMINISTRATIVE ASSISTANT TO Vice President OF FINANCE</td>
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<td>Revised: 2/22/2016</td>
<td>Department BUSINESS &amp; FINANCE</td>
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<tr>
<td>Level: Staff, Range 5</td>
<td>IPEDS: CLERICAL &amp; SECRETARIAL</td>
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<td>FLSA: Nonexempt</td>
<td>Reports to VICE PRESIDENT OF FINANCE</td>
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POSITION SUMMARY

Responsible for office management of the Vice President of Finance’s office, assisting the VP with various projects including construction, insurance, budgeting and others as needed.

MAJOR FUNCTIONS

1. Coordinate the day to day operations of the Vice President of Finance Office.
2. Organize and maintain the office filing system, filing correspondence and other documents as required utilizing computerized database and spreadsheet programs in addition to manual systems.
3. Answer telephone and greet visitors, providing information accurately and professionally
4. Work with the Vice President of Finance on construction projects.
5. Maintain records on all bid projects including advertising the projects, contacting the bidders, distributing materials to bidders, and receiving and recording bids submitted.
6. Maintain the records of all college insurance matters (except employee health insurance) including insurance premium expenditures, insurance claims administration, bids, and policy and renewals updates.
7. Maintain records on all college vehicles including appropriate titles, licensure, inspection and insurance; distributing insurance cards and license plates for all vehicles; and preparing lists of frequent drivers for the insurance companies.
8. Assist the college auditors when necessary and distribute audit reports to other companies and entities as needed.
9. Prepare a variety of documents, composing correspondence as directed and proofread work for accuracy.
10. Create and maintain databases and spreadsheets as needed to fulfill assigned responsibilities.
11. Prepare and submit reimbursement requests to state and federal agencies.
12. Handle other related duties as assigned by the Vice President of Finance.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate's degree or two (2) years directly related full-time work experience is required.
2. Knowledge of accounting principles and procedures.
3. Ability to work independently with minimal supervision.
4. Must be detail oriented and organized.
5. Excellent computer skills including Excel and Word. Knowledge of Access is a plus.
6. Ability to handle confidential material judiciously.
7. Ability to maintain positive working relationships with college employees and the general public.
8. Ability to multi-task and meet deadlines.
9. Ability to plan, implement and coordinate assigned responsibilities effectively.

**EQUIPMENT/SOFTWARE**

Ability to operate computer equipment effectively utilizing word processing, spreadsheets, databases and the college database system.

**POSITIONS SUPERVISIED**

None

**WORKING CONDITIONS**

Indoor office environment with little exposure to excessive noise, dust, and temperature changes.
May sit at a workstation for up to four (4) hours at a time.
Public contact position requires appropriate professional apparel.

**PHYSICAL DEMANDS**

1. Sedentary work involving sitting most of the time, but will occasionally involve mobility within the office and the building.
2. Lift, bend, reach and stoop to obtain or file books, boxed bid materials etc.
3. Sufficient dexterity to operate computer keyboard.

**CREATIVE AND ANALYTICAL SKILLS**

1. Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
2. Identify problems and develop recommended solutions for policies and procedures.

**LANGUAGE/COMMUNICATION SKILLS**

1. Ability to communicate diplomatically, clearly, and effectively both verbally and in writing with a wide variety of people.
2. Ability to effectively explain regulations, rules, and procedures.