

COOK INLET REGION, INC.

JOB DESCRIPTION

Title: Executive Assistant, Finance
Department: Finance & Accounting
Reports To: Chief Financial Officer
FLSA Status: Non-Exempt

Supervises

None

General Function

Provides high level of administrative services and project management support for the Chief Financial Officer (CFO), Corporate Controller, Vice President, Business Development and the accounting department. Provides coordination of activities and business processes that affect the entire Finance & Accounting department. Handles confidential and sensitive information.

Major Activities (Typical Duties/Responsibilities)

1. Assists in reviewing, prioritizing, and summarizing the daily work activities of the CFO.
 2. Composes, edits, types and revises letters, financial documents, various reports and other material as necessary. Screens incoming calls, takes messages, refers calls and responds to routine callers. Screens mail, routes and/or copies for appropriate departments. Makes decisions about priority information received by mail and telephone during the absence of the CFO, Controller, and Vice President, Business Development. Schedules appointments and meetings.
 3. Develops and maintains records management for acquisitions, finance, tax, and accounting. Designs, implements, and maintains a strategy for developing uniform control over acquisition, partnership, and accounting documentation.
 4. Special event planning and logistics for partnership meetings and departmental events.
 5. Coordinates all travel arrangements, prepares expense reports and follow-up communication as required for the CFO, Controller, Vice President, Business Development and other department personnel.
 6. Assists with drafting of company-wide policy and procedures for fiscal matters in coordination with the Corporate Controller.
 7. Assists in the production of the audited, consolidated financial statements, footnotes, and management's discussion and analysis for the CIRI Annual Report.
 8. Assists in the preparation of audit documentation for internal, federal, and state audits.
 9. Dispenses and reconciles petty cash.
 10. Assists with special projects and other duties as assigned.
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Skills/Abilities

- Superior independent project management and organizational skills working under little supervision.
- Ability to work effectively with Board members, executives, all levels of management and staff as well as outside business associates.
- Research skills utilizing Internet and records management software.
- Communication skills with all levels of management, outside executive management, and co-workers.
- Extensive knowledge of business protocol, formats, and procedures.
- Type 70 wpm neatly and accurately.
- Knowledge of financial terminology, acquisition documentation, and statutory requirements.
- Demonstrate excellent written and verbal communication skills; expert knowledge of proper grammar spelling, vocabulary, editing and proofreading skills.
- Proficiency with Microsoft Office products.

Minimum Experience

Two years of business college and five years experience as an Executive Assistant or progressively more responsible position; or any combination of education and experience that provides the required skills, knowledge and abilities to CIRI management and staff.

Required Contacts

- Board of Directors and shareholders
- CIRI executives, management, and staff
- Financial and banking community
- Management and staff of CPA, law, and other consulting firms
- Business partners and subsidiaries

APPROVAL

Incumbent: _____ **Date:** _____

Supervisor: _____ **Date:** _____