



Executive Assistant - Finance

This position reports to the Director of Finance and is located at the Electric Center, 1200 Fort Vancouver Way. Working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Candidate must be professional, dynamic, organized, possess exceptional business writing skills, have excellent attention to details, be able to work independently, as well as a self-starter with outstanding interpersonal skills including a customer service focus, flexibility, and team orientation.

WHAT YOU WOULD DO:

Performs and/or coordinates a variety of complex office duties, executes administrative policies determined by or in conjunction with other officials and assists the Director of Finance in administrative areas by performing the following duties.

- **EXECUTIVE SUPPORT:** Composes and prepares routine and confidential correspondence, reports and other complex documents. Screens incoming calls, correspondence and responds independently when possible. Responsible for maintaining official documents and records in appropriate files. Takes and transcribes dictation, and provides telephone support for the Director and General Accounting Manager and backup support to other departments as necessary.
- **SCHEDULING:** Maintains a calendar for the Director of Finance and the Finance team. Arranges meetings, conferences, and travel plans.
- **PROJECT COORDINATION:** Follow up on action of working committees or teams to ensure that action items are recorded, appropriate parties are notified contracts are prepared, and decisions are implemented. Attend meetings take notes or furnish information. Answer questions and provide supporting documentation as requested by the state or independent auditors and other regulatory repositories.
- **FINANCIAL / ACCOUNTING ANALYSIS:** Assist with presentation of annual budget, and monthly financial information to the Commissioners. Perform appropriate statistical data collection and analysis. Design spreadsheets and databases. Provide support, data, and contact information for bond refinancing. Administer CPU VISA card program.
- **HUMAN RESOURCES:** Prepare personnel orders. Submit employee requisitions to the General Manager. Participate in interview and recommend candidates for job vacancies of department staff when requested. Handle confidential personnel issues relating to hiring, termination, and payroll. Ensure departmental training goals are achieved. Monitor employee Goal Rush requirements.
- **FINANCE TEAM SUPPORT:** Including but not limited to: reprinting bills, Office Services back-up, billing and A/P duties and other tasks as assigned.

QUALIFICATIONS:

Associate's degree (A.A.) or **equivalent** from a two-year college or technical school and a minimum of two to five years of experience. Applicant must display professionalism, maturity and sound judgment to successfully manage the challenges of this position. A high level of proficiency is required in MS Word, Excel, and PowerPoint to perform the varied duties of this position. Candidates will be tested for keyboarding proficiency.

HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter by **December 16, 2019**, via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

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Equal Opportunity Employer

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