

## **EXECUTIVE ASSISTANT II, VICE PRESIDENT OF ADMINISTRATIVE SERVICES and CFO**

### **GENERAL STATEMENT:**

Provide secretarial, administrative and clerical accounting support to the VP of Administrative Services

### **REPORTS TO:**

Vice President of Administrative Services

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree in office-related work preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years work experience in the administrative assistant field required. Experience in Accounting, Purchasing, Contracts and/or Insurance administration helpful.

#### **OTHER:**

Solid overall computer skills with proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint) and Windows. Working knowledge of general office procedures and standard equipment operations. Professional, organized, accurate, and detail-oriented. Strong interpersonal skills and verbal and written communication skills. Comfortable working under deadlines and on multiple tasks or projects simultaneously.

### **DUTIES AND RESPONSIBILITIES:**

#### **• General secretarial duties including:**

- greet visitors; answer and screen VP's telephone calls
- open, sort and route VP's incoming and outgoing mail
- schedule travel, meetings and events for VP; assist in managing VP's calendar and contacts in Outlook
- file, make copies, scan documents, prepare and send faxes
- prepare memos, mailings, spreadsheets and reports
- maintain staff contact list for Administrative Services department
- establish and maintain a filing system for department records

#### **• Accounting support duties including:**

- prepare departmental purchase orders using electronic purchase order system
- prepare and code departmental invoices
- verify availability of funds for invoices submitted by direct reports prior to VP approval
- verify availability of funds for and accuracy of payroll Special Assignment Agreements prior to VP approval
- prepare accounting distribution for monthly electricity invoice using Excel spreadsheet
- maintain spreadsheet of CD investment income, code and receipt interest dividend checks
- maintain spreadsheet of Foundation donations and prepare donations for deposit
- assist VP with administrative aspects of annual TVCC budget preparation and property tax rate development
- assist Business Office and President's Office staff in preparing the financial section of the monthly Board package

#### **• Purchasing, Contracts and Insurance (PCI) duties including:**

- maintain a tickler system for contract renewal and bid dates
- maintain current file of vendors requesting to be put on bid lists
- maintain current file on purchasing policies, procedures and guidelines

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- order and place advertisements for Requests for Proposals (RFPs)
- maintain General Conditions and Specifications documents for inclusion in RFPs; send out RFP's
- assist PCI Coordinator with RFP preparation, public bid openings, and Purchasing Policy compliance
- organize and maintain files on insurance policies
- maintain Building and Contents schedule for all campuses for insurance and financial reporting purposes
- assist PCI Coordinator with other duties as requested
- **Transportation duties including:**
- calculate and provide transportation billings to the Business Office on a monthly basis (for regular travel) or semester basis (for recurring instructional travel)
- direct toll charge invoices to appropriate departments for timely payment
- maintain vehicle information report for insurance and depreciation purposes
- maintain vehicle title and registration files
- **Copier management duties for Athens campus including:**
- assist faculty and staff with copier problem resolution; perform first-line trouble shooting
- place repair and supply orders with Xerox and paper vendor; maintain inventory of consumable supplies so as to avoid copier downtime
- read meters for Athens Campus and input Athens and TDCJ readings to Xerox's system
- calculate and provide copier billings to the Business Office on a monthly basis
- verify accuracy of Xerox invoices prior to coding and submitting to VP for approval
- assist VP in managing Xerox contract
- **Telephone billing duties including:**
- work with IT to maintain cross reference of phone codes to account numbers for departmental billing purposes.
- prepare monthly departmental allocation of telephone invoice for VP approval and submit to Business Office
- prepare monthly invoice to Aramark and ensure receipt of payment
- prepare encumbrances of funds to cover each department's expense utilizing IT detail of telephone equipment within departments across the Athens campus
- apply monthly telephone equipment charges against POs and submit for VP approval
- **Miscellaneous duties including:**
- provide administrative support to Assistant VP of Facilities Management as needed
- other duties as assigned by VP of Administrative Services

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 8/23/2011*  
JD493

*Revised:*