FINANCE ADMINISTRATIVE ASSISTANT

Job Description:

Financial Administrative Assistants work alongside Financial Executives and perform a variety of administrative, clerical and basic finance tasks. Finance Administrative Assistant assists the administration of the financial/business functions of a company. General job responsibilities will relate to managing financial documents and clerical preparation of reports for meetings and regulatory submissions.

Job Responsibilities:

* Assisting finance team and the department as directed
* Completing tasks delegated by finance team
* Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
* Make clerical preparations of reports and financial analyses
* Help oversee and manage individual accounts
* Create, send, and follow up on invoices
* Review and adhere to department budgets
* Collect and enter data for various financial spreadsheets
* Review and audit financial statements and reports, ensure all calculations and data entries are correct
* Reconcile any discrepancies or errors identified by conversing with employees and/or clients
* Report any troubling discoveries or suspicion of wrongdoing to the proper authorities
* Collect information for and prepare payroll payments for employees
* Assist the financial director in creating financial reports on a regular basis
* Adhere to the company's or organization’s financial policies and procedures
* Answers question and provide assistance to stakeholders, customers, and clients as needed
* Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives
* Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.

 Job Qualifications:

* Associates in finance or related field
* Experience as a finance administrative assistant

Opportunities as a construction administrative assistant or are available for applicants without experience in which more than one a construction administrative assistant is needed in an area such that an experienced a construction administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Awareness of finance regulations and stock market analysis
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Familiarity with business principles
* Skilled in working with Microsoft Office