

Office Assistant, Finance and Administration (OA-FIN)

Summary: This position is responsible for providing accurate and timely administrative support within the Finance and Administration office of Queens University of Charlotte. This is a full-time reporting to the Chief Financial Officer/VP for Administration. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and therefore is eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities include:

- Serve as the first point of contact in Finance and Administration office: greet and assist visitors, answer phones, sort mail and autonomously respond to routine inquiries and correspondence.
- Manage the CFO's calendar: schedule meetings; coordinate board committee meetings; establish routine update meeting with direct reports; review the CFO's schedule for conflicts and for upcoming time-sensitive due dates and report such to the CFO.
- Efficiently coordinate inflow and outflow of paperwork for the CFO (e.g. personnel forms, vendor forms, contracts, etc.).
- Prepare and maintain minutes for certain Board Committee meetings staffed by the CFO.
- Manage filing for the office suite and provide high quality, timely administrative support for the team (e.g. duplication, scanning, mailings, etc.).
- Assist with certain financial processes including entry of accounts payable (serve as back-up), posting accounting entries, processing reimbursements/credit card statements, etc.
- Assist other staff in providing adequate coverage of certain university wide programs and other special events (e.g., support for Board meetings).
- Order office supplies.
- Collect and process information (p-cards, calendars, etc.) for CFO direct reports.

Non-Essential Duties:

- Other duties and special projects may be assigned to meet university needs.

Experience, Knowledge and Skills Required:

- At least three (3) years administrative support experience, strong preference for experience in an executive office environment.
- Strong computer skills (Word, PowerPoint, Excel) and ability to quickly learn and use new software programs.
- Excellent interpersonal and customer service skills and experience interacting with multiple constituencies (Executives, Board Members, Administrators).
- Strong written and verbal communication skills.
- Proven attention to detail, accuracy, and timeliness.
- Ability to effectively prioritize tasks and responsibilities in a fast-paced environment to meet established deadlines.
- Strong follow-up and follow-through skills with proven ability to deliver projects on time and to specifications.

- High level of initiative and the ability work independently. Ideal candidates will demonstrate history of taking ownership to deliver excellent results.
- Exceptional customer service and ability to remain calm in stressful situations.
- Bachelor's degree or the equivalent in experience and education preferred.

Application Process

Qualified candidates should submit the following via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete submissions will not be considered.

1. a cover letter addressing the position qualifications, your experience and salary requirements
2. current résumé
3. contact information for three professional references.

Be sure to include “**OA-FIN**” and **YOUR NAME** in your email Subject Line.
(**Example:** OA-FIN Shawn Mullin)

Applications received by July 31, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

Physical Requirements *(with or without reasonable accommodation)*

- *Eye-Hand Coordination:* Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, copier, calculator and other office equipment.
- *Talking:* Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- *Repetitive Motion:* Movements frequently and regularly required using the wrists, hands, and/or fingers.
- *Hearing:* Able to hear average or normal conversations and receive ordinary information.
- *Visual Abilities:* Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Physical Strength:* Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 30 pounds.

Work Conditions

- Work in office environment, involving contact with faculty, staff, students, board of trustee members, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University

offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.