

**Position Title: Executive Assistant-Finance**  
**Department: Finance & Administration**



**SUMMARY:**

The primary purpose of this position is to provide administrative support to the VP of Finance & Administration for Fort Worth Housing Solutions, and other executive staff as needed. The Executive Assistant – Finance is responsible for performing confidential professional administrative duties with discretion and attention to detail, exercising independent judgment for many of the job tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Manage administrative logistics of the department, including calendar and meeting management and coordination, screening phones and emails and directing to department staff as needed, and processing and responding to mail and correspondence.
2. Coordinate departmental meetings within the company, including distribution of invitations, gathering information, preparation of printed and PowerPoint materials and presentations, and arranging catering or refreshments.
3. Participate in administrative support projects in and outside of the department such as payroll processing, AP processing, and procurement requests.
4. Prepare financial and asset reports, spreadsheets, logs, and agendas.
5. Review and circulate documents and invoices for approval using Sign-Now or similar signature software.
6. Develop and maintain electronic filing system for departmental records using Office 365.
7. Develop and maintain information management systems, logs, inventories and document tracking tools for multiple entities e.g. final audits, tax returns, bank accounts and collateralization statements.
8. Prepare and process expense reports and credit card reconciliations in coordination with other departments.
9. Coordinate and book travel reservations and conference registrations.
10. Prepares department's submission of Board of Commissioners monthly reports, agenda items, resolutions, reports and/or recommendations.
11. Works on special assignments that may be complex in nature, requiring judgment and initiative including, but not limited to, applying for Employer Identification Numbers (EINs) and/or State Tax ID for new developments, renewing SAM.gov registrations, reviewing contracts, etc.
12. Prepares presentation materials, letters, memos, forms, and other business documents.
13. Complies with document retention policies, and acts as liaison for questions related to communication of such policies.
14. Assists the VP of Finance and Administration and Controller with the coordination of all audit and tax return preparation activity.
15. Assists finance staff with banking and investment account set-up and maintenance.
16. Provides coverage for other departments' administrative staff and executives as needed.
17. Performs other related duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- Associates or bachelor's degree preferred; high school diploma required
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

**SKILLS AND EXPERIENCE:**

- 5 years of related experience, education/training with increasing responsibilities
- Professional level experience providing administrative support to executives
- Excellent attention to detail and follow-through
- Strong sense of initiative and autonomy
- Experience resolving problems and making recommendations
- Ability to manage multiple tasks and activities
- Experience creating organizational systems

**EXPLANATION OF HIRING PROCESS:**

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All applications for open posted positions must be submitted via email to [asmith@fwhs.org](mailto:asmith@fwhs.org). We encourage you to visit our website often to view and apply for vacant positions with the agency.