



## POSITION DESCRIPTION

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**POSITION:** Executive Assistant

**DEPARTMENT:** Finance

**JOB NUMBER:**

**DIVISION/FACULTY:** Office of the Chief Financial Officer **DATE CREATED:** April 2022

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### ORGANIZATIONAL STRUCTURE

This role reports to the Chief Financial Officer (CFO) and works closely with the Confidential Assistant, Financial Services, and other Executive Assistants of the University Senior Executives.

### PRIMARY FUNCTION

The Executive Assistant is accountable for coordinating the activities of the CFO and provides executive level support, performs a wide variety of responsible, complex and confidential administrative duties, and has a strong coordination and communication role in support of the CFO. The Executive Assistant is the primary support position to the CFO and as such deals with sensitive and confidential issues that often have significant impact on the University. They work independently and exercise initiative, judgment and strong organizational and problem-solving skills to complete their work. The Executive Assistant deals with senior administrators, other members of the KPU community, other post-secondary institutions, elected officials, government officials, business and industry partners, and external groups. This interaction often involves matters of a confidential and highly sensitive nature. The Executive Assistant must have well-developed time management skills, diplomacy, discretion, and initiative

### KEY RESPONSIBILITIES

1. Prepares correspondence and reports of a highly confidential and sensitive nature, including communication related to legal issues of significance to the University.
2. Prepares university-wide communications under the direction of the CFO.
3. Proactively creates and maintains effective workflow and communications to the Office of the CFO including handling simultaneously a variety of projects and tasks.
4. Manages the CFO's calendar by receiving and initiating requests for meetings, speaking engagements and special events, prioritizing appointments and proactively resolving scheduling conflicts. Liaises with attendees and/or other groups to organize and review relevant meeting material.
5. Responds to phone, email and in person enquiries by providing general information and referring enquiries to appropriate sources based on a broad knowledge of the University's priorities, procedures, protocols and personnel.
6. Prepares speaking notes, speeches, briefing and meeting materials, and other internal or external relations, communications and correspondence under the direction of the CFO.

7. Researches and compiles highly sensitive information for the preparation of presentations and reports. Develops presentation materials, including graphs, charts and presentation software.
8. Reviews, actions and distributes all incoming correspondence for the CFO as well as manages all outgoing correspondence. In the absence of the CFO, determines if an issue needs to be forwarded to another leadership team member.
9. Participates in the development and review of department procedures, policies, plans and priorities. Gathers information and conducts research as necessary. Prepares drafts of University policies, procedures and regulations from working documents.
10. Supports the CFO in communicating with various key parties. Advises and responds to inquiries from the University community on the CFO's interpretation of policies, procedures and practices (when requested to do so). Contacts outside agencies, universities, school boards and government ministries to obtain information on behalf of the CFO.
11. Makes arrangements for travel and accommodation for attendance at meetings and conferences by performing duties such as contacting travel agency, confirming reservations and establishing an itinerary.
12. Reconciles credit card statements to receipts for submission to Finance as per expenditure account guidelines. Codes invoices received for payment in the Office of the CFO as per expenditure account guidelines.
13. Takes a leadership role and provides ongoing guidance and mentoring to the Confidential Assistant, Financial services.
14. Suggests alternative approaches that meet the needs of the university, the situation, and those involved. Establishes and maintains relationships with peers and contacts with access to information and to key parties. Shares information and advices on best practices to achieve results.
15. Assigns access cards, parking passes, and keys, and authorizes payment of invoices for contractors and student assistants.
16. Given the dynamic and collaborative nature of the responsibilities of this position, duties will vary throughout a given year.
17. Performs other related duties as assigned by the CFO.
18. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
19. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs

## **EDUCATION & EXPERIENCE**

- Minimum of 5 years recent related experience in a senior administrative support role.
- Bachelor's degree in a relevant field preferred.
- Experience in a communications field desirable.
- Or an equivalent combination of education and experience.

## **QUALIFICATIONS**

- Ability to work independently and to resolve administrative issues/problems.

- Professional and personal attributes that provide a positive impression of the senior administrative office.
- Demonstrated ability to use related equipment including word processing, spreadsheet, data base, and presentation software at an advanced level.
- Demonstrated flexibility to meet and adapt to changes in organizational priorities.
- Discretion and ability to maintain confidentiality.
- Outstanding organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.
- Demonstrated ability to communicate effectively both verbally and in writing including the ability to respond politely and diplomatically to both internal and external inquiries.
- Demonstrated interpersonal and strong writing skills to provide effective administrative support at the executive level.
- Demonstrated ability to provide guidance and direction to others.
- Demonstrated tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature.
- Demonstrated time management skills to manage own workload as well as assist others in meeting deadlines.
- Demonstrated physical ability to carry out the duties of the position
- Familiarity with social media tools, strategies and best practices.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.