



NOW ACCEPTING EMPLOYMENT APPLICATIONS FOR THE FOLLOWING POSITION:

ADMINISTRATIVE ASSISTANT to FINANCE DIRECTOR

(full-time; hourly; non-exempt):

Requirements: Four (4) year degree strongly preferred and five (5) years of experience in a similar position. Must have computer skills and be proficient in Microsoft Office/Word/Excel; the ability to learn various database applications. Must have strong administrative skills to include typing, task organization and the ability to work independently. Must have excellent oral and written skills and excellent customer service skills. Requires knowledge of correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures, personal computer programs and equipment.

Duties: Assist the Finance Director with various software programs for purchasing and risk management administration. Responsible for preparation of memos, emails, correspondence and other forms/documents including spreadsheets for the Department. Typing, filing, answer phone lines, greet customers and general office duties as assigned to meet the operational needs of the Finance Department and knowledge of accounting.

FOUR YEAR DEGREE STRONGLY PREFERRED. APPLICANTS WILL BE REQUIRED TO TEST FOR EXCEL SPREADSHEET KNOWLEDGE.

Salary to mid \$30's DOQ. Florida Retirement System (FRS) pension benefit from start date. 100% health insurance. Vacation/Sick/Holiday pay. EOE/DFWP

FAX RESUME FOR IMMEDIATE CONSIDERATION:

Attn: Finance Director

Fax No. 305-242-8107

DATE OF POSTING: 9/14/2017

CLOSING DATE: open until filled

Job Type: Full-time

Salary: \$30,000.00 to \$35,000.00 /year DOQ