



Battery Park City Authority

POSITION TITLE: Administrative Assistant
DEPARTMENT: Finance

GENERAL DESCRIPTION OF DUTIES

The purpose of this position is to provide administrative support to the CFO and to ensure the efficient administration of the Finance Department. Responsible for coordinating administrative functions and for special projects as required by the CFO. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ESSENTIAL FUNCTIONS

- Facilitate and track RFP, contracts and purchase order approvals and mail.
- Generates and print Finance department and external vendor reports.
- Handles all telephone, written and electronic communications related to CFO.
- Greet and coordinate meetings participants and answer, screen and transfer calls.
- Maintains CFO and department calendar; schedule and coordinate meetings, conference calls, appointments and travel, including with BPCA staff and outside parties.
- Use office computer software and programs to compose, edit and/or reproduce correspondence, reports and presentations.
- Maintain all files, records and Finance policies and procedures manuals.
- Maintain commitment request logs and folders; route and track requests and payments.
- Performs related administrative duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree preferred, supplemented by minimum five (5) years previous executive or administrative assistant experience in a finance environment, or an equivalent combination of education, training, and experience. Extensive experience with and knowledge of computer, internet and administrative support skills; must be proficient in office standard software, particularly Microsoft Word, Excel, PowerPoint and Outlook.

PERFORMANCE APTITUDES

- Requires the ability to exercise the judgment, decisiveness and creativity in situations involving the evaluation of information.
- Requires excellent communication/interpersonal skills when acting as a liaison for the CFO with senior staff, government officials, bankers, lawyers, investment advisors, auditors, residents, and others as needed.
- Strong organizational and time management skills and attention to detail.
- Capable of prioritizing and working independently, without constant supervision to accomplish a multitude of tasks, and to identify problems and take initiative to resolve.
- Demonstrates discretion in dealing with documents of a confidential nature.
- Capable of working in a fast paced environment. Able to work under pressure, meet deadlines and work additional hours as necessary.

Please submit resumes to: HR@bpca.ny.gov