

GENERAL INFORMATION

Title: Finance Division Administrative Assistant

Classification: Non-exempt

Reports to: Controller

JOB DESCRIPTION

Position Summary

The position of Visitor Services Coordinator serves as the assistant to the Deputy Director for Finance and Administration. As a key member of the Finance and Administration Division, this position will participate in planning and supporting the various activities of the division, which includes financial, accounting, budgeting, procurement, and other general administrative support functions.

Essential Functions

- Provides administrative support to the Business Office Team and Deputy Director for Finance and Administration,
- Responds, and redirects general museum information calls and emails
- Engages with vendors and manages all aspects of commercial photography bookings and payment processing
- Assist with procurement functions and engages with vendors as may be required
- Assists with account payable and receivable processing and related filing
- Keeps track of office supplies for the Business Office and orders same as required
- Manages daily museum mail distribution
- Performs general administrative responsibilities such as scheduling appointments and meetings, preparing correspondence, creating mailing lists for various mailings etc.
- Completes special projects and prepares reports as assigned

Competency or position requirements

Excellent written and verbal communication skills required. Must be highly organized and detail oriented with the ability to prioritize and successfully meet deadlines. Good customer service skills and the ability to interact well with other departments, vendors and the public at large. Must be able to effectively handle multiple projects simultaneously in a deadline driven environment.

Work Environment/Physical Demands

Mostly office environment; largely a sedentary role, sitting most of the day in front of a computer, except when managing mail distribution and/or assisting with events and other misc. tasks. Ability to lift 30 lbs

Position Type/Expected Hours of Work

This is a full time position with limited evening and weekend work

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Bachelor's degree in Business Administration or other related field is preferred. Minimum 5 years' experience working as an administrative assistant is required. Advanced knowledge of Microsoft Office Suite and experience using database systems is highly desirable.

Certification Required

None

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

Please submit a cover letter and resume to:

Sandra D. Williams

Human Resources Director, Vizcaya Museum & Gardens at:

HRVizcaya@vizcaya.org

EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.