

## GENERAL INFORMATION

**Title:** Finance Division Administrative Assistant

**Classification:** Non-exempt

**Reports to:** Controller

## JOB DESCRIPTION

### Position Summary

The position provides general administrative support to the Business Office Team and 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 may include assisting with financial, accounting, budgeting, procurement and other general administrative support functions.

### Essential Functions

- Provides general administrative support to the Business Office Team and Deputy Director for Finance and Administration
- Engages with vendors and manages all aspects of commercial photography bookings and payment processing
- Assists 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, organizes files, creates mailing lists for various mailings etc.
- Completes special projects and prepares reports as assigned

### Competency or position requirements

Basic knowledge of business concepts and office procedures. 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**

Associate degree and two year work experience or 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](mailto: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.