



# Marshall B. KETCHUM UNIVERSITY

## **Executive Assistant to the Senior VP for Administration and Finance & CFO**

### **JOB SUMMARY**

The Executive Assistant to the Senior Vice President for Administration and Finance & CFO provides administrative assistance to the CFO and is responsible for the efficient operation of the administrative functions of the Administration and Finance area.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages the daily administrative activities of the CFO's office and supports the various departments that comprise Administration and Finance.
- Manages CFO's calendar, schedules meetings, and oversees meeting arrangements.
- Regularly assists with budget planning, preparation, execution, and revisions.
- Acts as a liaison to CFO's direct reports; assisting as necessary.
- Assists extensively with corporate insurance renewals and processing of Certificates of Insurance documents, claims, and the maintenance of policies and reports.
- Prepares meeting documents (drafts correspondence, memo's, spreadsheets, agendas, PowerPoint presentations, and organizational charts).
- Sets up meetings with appropriate technology, handouts, refreshments, etc.
- Takes meeting minutes and generates documented meeting minutes as required.
- Scans and copies documents and maintains the CFO electronic and physical filing systems of financial and legal documents as well as all contracts, agreements, and reports.
- Conducts research and compiles information for reports and presentations pertinent to Administration and Finance operations and strategic objectives.
- Assists with the preparation of quarterly reports to the Finance Committee, Executive Committee, and full Board of Trustees.
- Maintains Risk Management timeline and deliverables as required to meet University objectives and insurance requirements.
- Develops and refines department forms, policies, procedures, and best practice documents.
- Orders office supplies, lunches and refreshments as needed, reloads copy/print machines, and coordinates the appropriate shredding/destruction of confidential materials.
- Prepares and processes purchase orders, and codes incoming invoices for A/P processing.
- Support a healthy office culture that encourages teamwork, professionalism, positivity, professional development, and high morale among the Financial Affairs team.
- Assists with company issued credit card issuance, issues, and inquiries.

- Updates Accounting and Finance manuals, processes and procedures.
- Assists with contract review, prepares contract termination letters.
- Provides back-up to Accounts Payable when the primary A/P employee is out of the office.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates highest degree of integrity, professionalism, diplomacy, and discretion.
- Ability to handle multiple tasks efficiently and effectively and meet regular and often demanding deadlines.
- Ability to handle strictly confidential information in a professional manner.
- Motivated self-starter with excellent anticipation and prioritization skills.
- Must possess excellent judgment and demonstrate independent thinking and resourceful problem-solving skills.
- Proficient computer skills (MS Outlook, Word, Excel, PowerPoint, and internet research). Strong Excel skills a must.
- Superior communication skills in person, on the phone, by email, voicemail and in writing.
- Sound knowledge of professional business and corporate cultures.
- Possess the flexibility necessary to successfully master changing priorities, meeting scheduling and preparation changes, and occasional evening and weekend hours.
- Prior higher education experience is a *Plus*.

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Bachelor's Degree (BA/BS) required in business administration or related field.
- Master's Degree in Business Administration or related discipline, preferred.
- Three to Five years professional administrative support experience required, including knowledge of financial budgeting, documentation, and reporting.
- Demonstrated Executive Assistant experience in the variety of areas outlined above.

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences

awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy awards Doctor of Pharmacy (PharmD) degrees. MBKU owns and operates two premier eye and vision care centers: University Eye Center at Ketchum Health and University Eye Center at Los Angeles.

### **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

### **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume and salary requirements to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.