

# **Executive Assistant to the Dean of Administrative Affairs**

## **Job Description**

### **Principal Function**

The Executive Assistant to the Dean of Administrative Affairs is responsible to the Dean of Administrative Affairs for the internal accounting procedures for the college.

### **Responsibilities**

*The Executive Assistant to the Dean of Administrative Affairs should:*

1. Maintain the general ledger.
2. Balance the monthly bank statements.
3. Maintain records of all endowment, investment, and scholarship funds.
4. Maintain accurate records on employee tax information, retirement, insurance, and other employee benefits.
5. Prepare financial reports as needed.
6. Liaison with certified public accountants in the preparation of the annual audit.
7. Perform other duties as assigned by the Dean of Administrative Affairs who is the immediate supervisor.

### **Qualifications for Position**

*The Executive Assistant to the Dean of Administrative Affairs should have:*

1. Strong computer skills.
2. Good relationship skills.
3. A strong church background.
4. The ability to meet strict deadlines.