

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: **Executive Assistant to the CFO**
OFFICE/DIVISION: **Office of Finance**
BULLETIN No: **03112020**
SALARY RANGE: **(Commensurate with experience)**
OPENING DATE: **11/13/2020**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Responsible for providing administrative, technical and project support to the CFO and staff. Incumbent provides ongoing assistance on both routine and special projects. Provides information and assistance to support a seamless work environment for the CFO.

BRIEF DESCRIPTION:

Provide high level administrative support to the Chief Financial Officer. Use advanced technical skills to prepare presentations and spreadsheets. Responsible for planning and executing on specialized projects as assigned. Recommend and implement improvements in administrative work-flows, procedures and forms to ensure efficient operations of the department. Foster solid relationships and liaise with outside consultants, internal employees, executive staff, board members and other business associates. Share and collect information with/from organization staff and management for the purpose of work coordination, problem resolution, and information sharing. Manage UPO credit card activity and perform monthly reconciliation of credit card accounts. Communicate with Board members from the Audit and Finance Committees on scheduling and other meeting activities. Complete various forms, including: purchase requisitions and payment voucher request reports, etc. Maintain business portal subaccounts and department assignments in accounting system. Prepare signature-ready routine correspondence, and draft internal memoranda, and other communication for the CFO’s review and signature. Periodically track and update UPO gas card activities online.

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MINIMUM QUALIFICATIONS:

Bachelor's degree with 1-3 years of administrative experience at the executive level, preferably in the finance field; high proficiency with MS Office (Excel, Word and Power Point). Must be able to consistently meet deadlines and work under pressure with shifting priorities.

Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree with 3-5 years of administrative experience at the executive level. Proven excellent communication, office equipment and information technology skills. Availability outside of normal business hours occasionally needed.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS NOT covered under the collective bargaining agreement.

ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.

To apply for this position, please submit your cover letter and resume to upojobs@upo.org or fax these documents to 202/319-3237.