

Administrative/Fiscal Assistant

Summary:

Under the general administrative direction of the Chairman or Administrator; performs all statutory administrative and fiscal management duties involving a high degree of accuracy, confidentiality, and independent judgement.

The MPLT Administrative/Fiscal Assistant is directly responsible to the Board to perform all functions as required by the MPLT Trustees. The Administrative/Fiscal Assistant is the custodian of and responsible for safekeeping and maintenance of official records, meeting minutes and other formal documents of the MPLT Trustees. Further and specifically, the Administrative/Fiscal Assistant assists the MPLT Administrator with the fiscal, financial and custodial requirements for MPLT including custody statements; financial statements; basic bookkeeping and loan account oversight.

The Administrative/Fiscal Assistant serves at the pleasure of the MPLT Trustees and is responsible in scheduling meetings; assembling and distributing Agendas and Trustee Packets, notifying public and MPLT employees/consultants of scheduled meetings and in maintaining clients' loan accounts.

Essential Functions:

- Prepare, publish and post Agendas, Meeting notices and other related materials; assemble Trustee Meeting Packets. Prepare and disseminate all documents for Trustee Meetings.
- Attend Trustee, Committee meetings as required or requested and prepare and finalize Minutes and follow up on projects or tasks. Attend meetings outside of established working hours when necessary. Responsible for posting and updating on the MPLT website the Minutes, Agendas and other information relevant to the public.
- Assist the MPLT Administrator with fiscal or financial operations as required. These duties may include review of financial custody reports on investments; prepare initial monthly balance sheets or quarterly financial statements and make financial entries or prepare spreadsheets or other financial reports. Work with the MPLT Fiscal Consultant as needed or the Home Loan Administrator as needed as to the oversight and administration of loan accounts.
- Work with legal counsel in preparation of required documents in relation to Trustees and committee meetings.
- Coordinate filing of Financial Statements with the Office of the Public Auditor (OPA) and the Legislature and others as required by law.
- Track any revisions made to the MPLT Polices
- Provide back-up coverage for the administrative staff during vacation and sick leave absences and handle as many of the duties of that position as time allows. Responsible for filing, maintaining, and safeguarding Trustee files. Respond to Public records requests.
- Make room arrangements for meetings and travel arrangements for the Trustees

- Performs special projects as assigned by the Chairman or Administrator and other related duties as required/assigned.
- Provide administrative support to the Administrator as needed.

Minimum Qualifications:

Graduation from high school or equivalent; Bachelor's Degree in Finance and Accounting is highly desirable or preferred.

Experience:

A minimum of at least five years of related experience in an executive assistant level with responsibility for providing administrative support with public agency or private organization. And at least three years of accounting/bookkeeping experience and some experience in credit monitoring and collections.

Knowledge of:

Office administrative practices and procedures such as business letter writing; organization and function of a public agency or private organization; skills in the operation of office equipment, knowledge of current applicable office software programs (Microsoft Word, Excel, Power Point) and accounting software programs such as QuickBooks, Peachtree. Familiarity or working knowledge of government procurement and travel regulations as well as the Open Government Act and Ethics Act.

Ability to:

Ability to effectively present information and respond to questions from Trustees. Requires excellent organizational skills and ability to prioritize and meet deadlines. Skill at interpersonal communications, verbally and in writing. Deal tactfully and courteously with the public as well as MPLT employees/consultants; establish and maintain cooperative and effective working relationship.

Salary: Commensurate with experience.