Job Title: Executive Assistant to the Vice President of Financial Services
FLSA Classification: Exempt
Reports to: Vice President of Financial Services/Chief Financial Officer

Position Goal:

The goal for each member of the University of the Southwest Campus Community is to consistently live the principles of the mission of the University. The University of the Southwest Mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- As a Christ-centered community, the campus community honors freedom of thought and expression and encourages the demonstration of faith in acts of service.

- While pursuing excellence, University of the Southwest is committed to operating independently and responsibly – without support from taxes.

- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

The Executive Assistant to the Vice President of Financial Services/Chief Financial Officer (VP/CFO) has primary responsibility for the day-to-day affairs of that office. The Executive Assistant will exercise independent judgment in managing the priorities and office affairs of the Vice President, and will serve as liaison and gatekeeper to the University community and other constituencies. The Executive Assistant will also support the Vice President in various financial and analytical analyses, and other fiscal responsibilities.

Essential Functions:

1. Represent the CFO in his/her absence by controlling remote access to him/her, acting on his/her behalf, when appropriate, and drafting correspondence.

2. Oversees the accounts receivable function, student billing and payment of student accounts, including student collections. Serves as primary backup for the Cashier.

3. Primary contact for the USW and USW Foundation insurance policies (excluding Athletic insurance) annual review and is in charge of completing application forms

and gathering necessary documents to finalize the renewal process.

4. Facilitates processing of student refunds on a weekly basis in accordance with the institution's distribution schedule.

5. Is the Staples Link Liaison and reviews Staples Link orders and verifies that an approved purchase requisition accompanies transmitted order.

6. The Executive Assistant will be responsible for the USW and USW Foundation Oil & Gas Lease research and file organization.

7. Process online credit card payments daily.

8. Reconciles Dorm Deposits monthly and prepare annual report for fiscal year end.

9. Ensures timely processing of checks, purchase and/or payment requests, mail, phone, and other correspondence that is the direct responsibility of the VP/CFO.

10. Maintains general orderliness, professionalism, and timeliness of the office of the VP/CFO.

11. Provides clerical support (e.g., typing, copying) as requested.

12. Performs various financial and analytical analyses at request of VP/CFO.

13. Responds to general requests of VP/CFO.

Other Responsibilities:

1. Performs other related duties as assigned.

2. Participates in campus activities.

Education, Experience and Skills Required:

1. Bachelor's degree in appropriate field, or equivalent experience.

2. Demonstrated effective interpersonal skills; strong oral and written communication abilities; strong analytical skills.

3. Strong computer skills including word processing and spreadsheets.

4. Demonstrated ability to organize work, set priorities, and work independently. The

undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized below are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date