

## EXECUTIVE ASSISTANT TO THE CHIEF FINANCIAL OFFICER

### Executive Office

**Location:** Lac La Biche campus  
**Position type:** Full-time term until December 2026  
**Salary:** \$4,506 to \$5,989 per month

**Job number:** 23-EAB2-84-PC  
**Posting date:** April 5, 2024  
**Closing date:** Will begin reviewing resumes on April 15, 2024

### ABOUT THE POSITION

Portage College has an exciting opportunity for a highly professional and confidential individual to work in the Finance department providing advanced level administrative assistance to the Chief Financial Officer (CFO). The Executive Assistant must understand the daily operational impacts of finance at the College and be comfortable working in a team-based environment.

Responsibilities include:

- Interact knowledgeably with the general public, external business associates, management, and other College staff on behalf of the CFO.
- Work closely with the Finance ERP project lead to assist in coordinating files, information, setting up meetings, organizing files, any other duties as assigned.
- Maintain and organize an accurate diary, coordinating all necessary materials for appointments, travel plans, and accommodations for the CFO.
- Manage mail, review and action correspondence and emails daily with the CFO, maintaining an extensive bring forward system.
- Ensure the day-to-day maintenance of records for the CFO in accordance with the College's records/information management program.
- Prepares CFO procurement and monthly budget reports.

- Coordinate all aspects of meetings, including space, catering, equipment, agendas, and minutes, for both CFO-hosted activities and committee meetings.

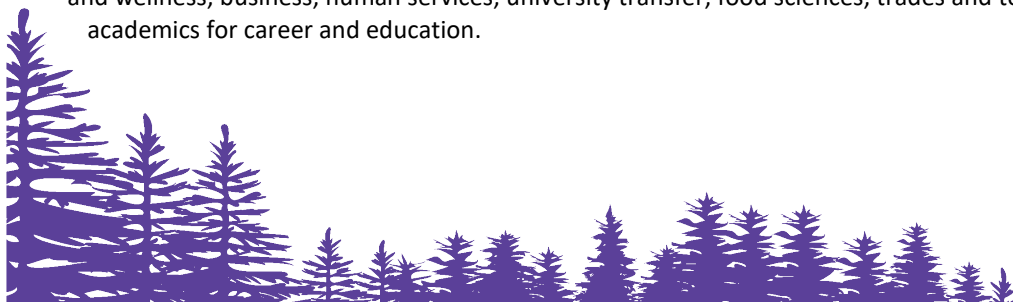
### QUALIFICATIONS AND EXPERIENCE

- Undergraduate degree or diploma in business administration. Equivalencies may be considered.
- Minimum five years of progressive administrative experience preferably at a post-secondary institution.
- Ability to effectively manage highly sensitive and confidential issues and a strong understanding of political and other ramifications to the College.
- High aptitude to perceive and analyze problems, develop alternatives, and make or recommend sound decisions.
- Strong computer skills, especially advanced working knowledge of MS Office including Word, Excel and Outlook. Applicants should have experience managing multiple calendars in Outlook and experience or understanding of how to manage an executive's email.
- Experience researching, verifying, preparing, and presenting information on a variety of topics.
- Strong communication skills are essential, and the ability to work in an open, high-traffic environment.
- Successful applicant will be required to provide a current police information check.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.



As a member of the Excluded Employment Group, you would have access to a number of benefits that include generous vacation days, participation in the College pension plan, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

