



**EXTERNAL JOB POSTING
VACANCY
PVN# 2024-04**

Candidates for this position must pass a practical test and oral interview with a score of 70% or higher.

JOB TITLE: Administrative Assistant II
DEPARTMENT: Administration and Finance
REPORTS TO: VP, Finance & Accounting
UNION STATUS: Union
SHIFT: Mon – Fri 8:30AM to 4:00PM
PAY GRADE: \$42,559

SUMMARY: Provide administrative support for the Vice President, Finance & Accounting and the departments he/she oversees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Performs administrative functions for the VP, Finance & Accounting and his/her direct reports. Tasks include, but are not limited to: answering phones, scheduling meetings, filing, typing correspondence, data entry, copying, faxing, taking meeting minutes etc.;
- Utilizes accounting software products to offer backup support for procurement and accounting processes;
- Assist with the annual budget process, financial reports, and annual audit;
- Manages the administration of RIAC's insurance programs;
- Provides administrative support for DBE program; and
- Provides backup coverage for switchboard.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle multiple tasks with ease and accuracy.

- Proficiently operate a computer and pass a performance test for typing and spread sheet use. Be able to pass a typing test with rating of 50 words per minute after mistakes are deducted.
- Experienced user of Microsoft Office.
- Able to provide efficient, administrative support to a busy department.
- Excellent customer service skills a must.
- Ability to keep information confidential.
- Experience with financial software a plus.

EDUCATION and/or EXPERIENCE

- High school graduate with supplemental courses in typing, computers, and general office procedures required;
- University/ Community College or trade school courses/graduation preferred;
- Previous experience working in an office setting, preferably in an administrative position

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged use of a computer keyboard and monitor; and
- Use of stairs and/or elevator will be necessary

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office area or cubicle in airport terminal; and
- Enclosed building area with self-contained ventilation system

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