

## Job Description

<b>Job Classification:</b>	<b>Classified</b>
<b>Position Title:</b>	<b>Full Time Accounts Payable / Executive Assistant</b>
<b>Position Assignment:</b>	<b>Executive Manager</b>
<b>Work Calendar:</b>	Executive
<b>Exempt/Non-Exempt Designation:</b>	Exempt
<b>Pay Schedule:</b>	Executive Salary Schedule
<b>Pay Type:</b>	Salary
<b>Pay Method:</b>	Bi-monthly
<b>Benefit Structure:</b>	\$15,000 Total Employer Contribution
<b>Reports To:</b>	CEO, Chief Executive Officer

### Job Purpose:

The purpose of this position is to handle site Accounts Payable and Petty cash handling for half of the time. The other half of the time is for managing calendars and special tasks from the CEO, COO, and CMO.

### Duties:

- Processing accounts and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data with the help of backoffice provider
- Preparing bills, invoices and bank deposits
- Managing Petty cash and employee reimbursements
- Managing an extremely active calendar of appointments for the CEO, COO, and CMO
- Composing and preparing correspondence that is sometimes confidential
- Arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected.
- Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, with Board members, staff, students, parents, and stakeholder.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Chief officers and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the President, some of which may have organizational impact.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Other related duties as assigned.

### Skills/Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

## Job Description

- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external community members
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

*All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change. Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Encore Education Corporation is an equal opportunity employer.*

*Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.*