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# Example of Finance Administrative Assistant Job Description

Our growing company is searching for experienced candidates for the position of finance administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance administrative assistant

* Coordinating with different local or domestic-based support functions (Finance, procurement, etc)
* On-boarding & off-boarding employees including, but not limited to, asset, equipment, and system administration
* Maintaining reports such as organizational charts, expense reports, asset/equipment inventory
* Acting as single point of contact for external/internal vendors for various business requirements
* Set-up meetings and prepare Minutes of the Meeting and circulate with due approval
* Maintaining system access requirements such as building badge access, sharePoint management, etc
* Raise purchase request as required by the team for rewards and recognition events, supplies needed, etc
* Prepare and maintain the list/inventory of assets/infrastructure and keep stakeholders informed
* Room Reservation, meeting schedules
* Provide administrative support for the Vice President Controllorship and brand VP's within NA Finance, Demand Planning groups

## Qualifications for finance administrative assistant

* Manage VP calendar - anticipating travel time & transportation needs
* Orders supplies for floor in the most cost efficient manner
* Schedule meetings (including breakfast & lunch meetings)
* Assist with special projects as assigned by team
* Work closely with other administrative resources within NA Region to assist w/ phone coverage, vacation coverage, assistance with critical special projects
* Ensure all outside visitors are entered in lobby security (Workspeed)