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# Example of Financial Administrative Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of financial administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial administrative assistant

* Departmental Invoice Management
* Coordinate departmental meetings, maintain minutes, manage followup
* Additional administrative/clerical duties as necessary
* Sorts and distributes mail as needed
* Perform other clerical duties such as note taking, filing, photocopying, collating, faxing
* Markets the MEMBERS Financial Services program to both Credit Union employees and members by assisting with seminar preparation
* Provides administrative support for MEMBERS Financial Services program
* Act as the primary point of contact for internal and external partners
* Plan, coordinate and ensure the Vice Presidents' schedules are followed and respected
* Research, prioritize, and follow up on incoming issues and concerns including those of a sensitive or confidential nature

## Qualifications for financial administrative assistant

* Experience using personal computers and standard business software
* Experience working within a large database environment, such as a student information system
* Prepare correspondence, gather information, prepare reports and charges for the Financial Services Department
* Monitor Tailored Professional Services (TPS) payments entered by Advisors through the shopping cart
* Prepare TPS reports monthly for specific Advisors and as needed for the Financial Services Department staff
* Review A/P checks daily for accuracy and expenditure authority