

Job Title: Executive Assistant to CFO**Job Status:** Full-Time**Department:** Executive Services**Job Grade:** 208**Reports To:** Executive Leaders**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 7/9/2024**Location:** Main Office

Position Summary

The Financial Executive Assistant provides high-level administrative, analytical, and operational support to the Chief Financial Officer and senior financial leadership. This role ensures smooth coordination of financial operations, supports compliance with federal, state, and local regulations, and facilitates communication across departments, elected officials, and external partners. The position requires exceptional discretion, strong organizational skills, and a solid understanding of public-sector financial processes.

Essential Duties & Responsibilities

Administrative support

- Prepare complex reports, including payroll, expense reports, and other financial documents.
- Attend meetings to gather information; conduct research; draft documents and summaries.
- Prepare requisitions, purchase orders, resolutions, and other official correspondence.
- Manage, track, and assemble financial, administrative, and budgeting reports for board and executive review.
- Create, maintain, and improve systems for organizing electronic and hard-copy records; implement record retention policies.
- Assist with open session and board meeting preparation and execution.
- Follow up on sensitive customer complaints and inquiries with professionalism and discretion.
- Coordinate all travel arrangements for the executive team and assist with board of trustees' logistics as needed.
- Coordinate and support special projects and other duties as assigned.
- Verify, consolidate, and execute documents on behalf of executive members.
- Provide high-level administrative support to executive and leadership teams to ensure the timely completion of responsibilities.
- Manage complex calendars, meetings, and travel arrangements for finance executives.
- Prepare agendas, briefing materials, and follow-up documentation for internal and public meetings.
- Coordinate communication with agency leadership, government officials, auditors, and community stakeholders.
- Manage confidential documents, contracts, and compliance-related materials.
- Coordinate cross-functional projects involving finance departments and operations.
- Improve administrative processes to enhance efficiency within the finance department.
- Maintain organized digital and physical filing systems in compliance with public information and retention laws.

Communication & stakeholder management

- Maintain appointment schedules and calendars for executive members; provide reminders and follow-up as needed.
- Coordinate and organize meetings, including attendee notifications, room setup, meeting materials,

minutes, and follow-up actions.

- Receive and screen communications (calls, mail, email) for executive members; determine priority items and respond or escalate appropriately.
- Serve as liaison between the executive office and NBU departments, community organizations, committees, and the public.
- Provide information, organize meetings, and follow up on assignments given to management and staff.
- Provide status updates to executive members.
- Draft and edit communications, correspondence, and reports on behalf of finance leadership.
- Liaise with auditors, vendors, investors, and senior leaders with professionalism and discretion.
- Ensure timely follow-up on action items, deadlines, and deliverables.

Financial responsibilities

- Assist in preparing budget documents, financial statements, grant reports, and legislative briefings.
- Track expenditures, monitor budget variances, and prepare expense reconciliations.
- Support preparation of annual budgets, mid-year adjustments, and financial forecasts.
- Compile data for financial reports, board and council presentations, and public dashboards.
- Support departmental budget requests and expenditure tracking.
- Assist with grant reporting, reimbursement requests, and compliance documentation.
- Support procurement processes, including vendor communication, contract tracking, and purchase order preparation.
- Conduct research and compile data to support policy decisions and financial planning.

Government compliance & reporting

- Ensure documentation complies with government regulations, procurement rules, and audit standards.
- Assist with internal and external audits by organizing materials and coordinating responses.
- Support grant management activities, including reporting deadlines and compliance tracking.
- Monitor legislative and regulatory changes that may impact financial operations.

Operational support

- Improve administrative workflows to enhance efficiency within the finance division.
- Maintain organized digital and physical filing systems in accordance with government retention schedules.
- Support procurement processes, contract tracking, and vendor communications.

Work environment

- On-site work schedule: Monday–Friday, 8:00 a.m. to 5:00 p.m.
- Structured environment with cyclical deadlines (budget season, audits, legislative sessions).
- Occasional extended hours during peak reporting periods.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Associates

(or equivalent experience)

Work Experience Time Frame: Five Years or More

Other: Some college or advanced education

Field of Study: Public Administration, Finance,

preferred

Business, Accounting, Economics or related field

Certification and Licensure Requirements

Click or tap here to enter text.

Other Minimum Qualifications

GENERAL RESPONSIBILITIES

- Maintain regular attendance and manage leave to ensure timely completion of tasks and special projects.
- Always follow all NBU safety guidelines and practices.
- Maintain a clean and safe work area, office, field site, and vehicle as applicable.
- Demonstrate effective customer service skills when interacting with coworkers, customers, and the public.
- Maintain strict confidentiality of business, employee, and customer information, and safeguard sensitive documents.
- Adhere to all NBU policies and procedures.
- Demonstrate NBU Core Values: Safety, Team, Integrity, Culture, and Stewardship.
- Participate in and support initiatives to achieve annual NBU Performance Measures.

Preferred Qualifications

- Experience with government ERP systems (e.g., PeopleSoft, Munis, SAP).
- Familiarity with grant management or legislative processes.
- Experience supporting executive-level leadership in a public agency.
- Exceptional organizational skills, attention to detail, and ability to manage multiple priorities.
- High level of discretion and ability to handle sensitive information.
- Familiarity with financial modeling or analytics tools (Power BI, Tableau).

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

ADP, SDOL, Adobe, Harris, Laserfische

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, copier, scanner, fax, machine, postage machine, typewriter, shredder, paper cutter, whole punch, label maker, stapler, calculator, binding machines

Physical Demands

Standing: Occasionally

☐ Making Presentations

☐ Observing Work Sites

☒ Observing Work Duties

☒ Communication with Co-Workers

☒ Computer Keyboard

☒ Telephone Keypad

☒ Calculator

☐ Calibrating Equipment

Walking: Occasionally

☒ To Other Departments/Office/Office Equipment

Fine Dexterity: Constantly

☐ Around Worksite

Lifting: Rarely

☐ Supplies

☐ Equipment

☒ Files

Carrying: Occasionally

☒ Supplies

☒ Equipment

☒ Files

Sitting: Constantly

☒ Desk Work

☒ Meetings

☐ Driving

Reaching: Occasionally

☒ For Supplies

☒ For Files

Handling: Constantly

☒ Paperwork

☐ Monies

Kneeling: Rarely

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

☒ File Drawers

☒ Equipment

☒ Table and Chairs

☐ Hose

Climbing: Rarely

☒ Stairs

☐ Ladder

☐ Step Stool

☐ Onto Equipment

Other: Click or tap here to enter text.

Vision: Constantly

☒ Reading

☒ Computer Screen

☐ Driving

☐ Observing Worksite

Foot Controls: Never

☐ Driving

☐ Operating Heavy Equipment

☐ Dictaphone

Balancing: Never

☐ On Ladder

☐ On Equipment

☐ On Step Stool

Bending: Constantly

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☐ Making Repairs

Crouching: Occasionally

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

☒ Under Equipment

☐ Inside Attics/Pipes/Ditches

Hearing: Frequently

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☐ Listening to Equipment

Twisting: Rarely

☒ From Computer to Telephone

☐ Getting Inside Vehicle

Talking: Frequently

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date