



SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (SWLA-RPC)
Lake Charles, Louisiana

TITLE: Administrative Assistant – Finance

SALARY RANGE: Based on Qualifications

DEADLINE FOR SUBMISSION: Open

DESCRIPTION: The duties of the Administrative Assistant – Finance will include the following activities:

- Effectively support the finance team in payroll, accounts payable, and accounts receivable using QuickBooks, Excel, and payroll software.
- Carry out administrative duties such as filing, copying, binding, scanning, etc.
- Complete operational requirements by completing administrative projects and expediting work results.
- Self-development by providing information, educational opportunities, and practical growth opportunities.
- Answer phone calls, make meeting arrangements for senior team members, and support visitors.
- Provide administrative support to ensure efficient operation of the office.
- Provide information by answering questions and requests.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintain supply inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Other duties as assigned.

QUALIFICATIONS:

Associate's degree in business management, finance, or accounting required. Bachelor's degree preferred. Must be proficient in QuickBooks and Excel. Five years of progressive advancement preferred. Excellent oral and written communication and organizational skills are necessary.

Interested candidates should submit a cover letter and resume to:

humanresources@planswla.com.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. SWLA-RPC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap.