



Job Description

Position Title	Finance Administrative Assistant
Department	Finance
FLSA Status	Non-Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking an experienced Finance Administrative Assistant to join our dynamic Finance Department. The Finance Administrative Assistant provides administrative support to the Executive Vice President for Administration, Finance & Chief Business Officer along with the entire the Finance/Human Resource Department. Duties are clerical, administrative and project-based and include arranging meetings, handling information requests, preparing reports & schedules as needed, internal and external correspondence, including and communicating with senior admins, the dean's suite, and board members.

The Finance Admin will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Support Executive VP for Administration, Finance, & Chief Business Officer in conjunction with Finance/HR staff with various administrative/clerical tasks;
- Manage communication of information in and out of the office; compose correspondence letters, emails, memos, etc. (paper and electronic); prepare outgoing mail and packages;
- Sort and distribute incoming mail - including interoffice mail; handle outgoing specialty mailings;
- Organize and schedule meetings, presentations, and other office-related events; send reminders regarding upcoming appointments; assist in the preparation of any necessary presentation materials;
- Manage office supplies; order and re-stock as needed;

- Maintain positive and professional staff relationships; welcome and greet Finance/HR visitors;
- Fulfill both internal/external data requests as needed;
- Administrative oversight for corporate credit program/cardholders;
- Basic financial reporting/data tracking;

EXPERIENCE AND QUALIFICATIONS

Successful candidates must possess outstanding planning organizational and communications skills, must be able to prioritize and successfully manage multiple tasks while communicating with senior administrator, department heads, faculty, and, on occasion, the dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction.

Minimum Qualifications Required to Apply for the Position

- Must possess excellent communication, written, and interpersonal skills;
- Detail-oriented and exceptional organizational skills; Ability to prioritize given tasks and work efficiently towards completing;
- Professional demeanor with excellent "customer service"/people skills;
- Self-starter with autonomy who works well independently;
- Extensive knowledge of Microsoft Suite; (Knowledge of Colleague/Ellucian is a plus);
- Strong problem solver and analytical thinker;
- Fast, proficient, and accurate typist.

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- Four (4) years of work experience as an administrative professional, or an associate degree with three (3) years of relevant work experience, or a bachelor's degree with two (2) years of experience. Certified Administrative Professional (CAP) certification preferred
- Experience working in higher education is a plus.

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to hr@brooklaw.edu

Please include the wording of ***Finance Admin*** in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.