



## Open Position: Executive Assistant II

The RSA Accounting Division is currently seeking an Executive Assistant II, an unclassified position. Not every applicant who submits a resume will be interviewed.

**Job Title:**

**Executive Assistant II**

**Date:**

**March 13, 2026**

### POSITION OVERVIEW

The Executive Assistant II position supports the Member Payroll Accounting section with various ongoing duties and other tasks as assigned. This is entry-level, professional accounting and finance work in the application of accounting and auditing principles, methods, and procedures in the establishment, analysis, and maintenance of fiscal records.

### QUALIFICATIONS AND SKILLS REQUIRED

- Experience with and proficiency in Microsoft Office products.
- Excellent organizational skills with an ability to think proactively and prioritize work.
- Excellent customer service skills including communication in-person, by telephone, and written correspondence.
- Ability to work in a fast-paced environment and multi-task.
- Strong research and analytical skills.

### EDUCATION

- BS/BA degree required, with a concentration in finance or accounting.

### MAJOR DUTIES AND RESPONSIBILITIES

- Posting accounting data to general ledger accounts from subsidiary reports and/or work papers; preparing journal entries, periodic financial statements, and analyses.
- Maintaining and reviewing expenditure and budgetary control accounts, ledgers, journals, and other records, and preparing reports of limited complexity related to accounting and auditing assignments.
- Preparing bank reconciliations, processing accounts payable and accounts receivable.
- Auditing specific accounts on complex audits, conferring with supervisor on solving audit problems, reviewing completed working papers, and writing conclusions and evaluations of systems.
- Verifying recorded assets, evaluating adequacy of application of accounting financial and operating controls related to compliance with established policies and procedures.
- Performing related work as assigned.

The above statements are intended to describe the general nature and level of work performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The successful candidate for this non-merit position will work with the Accounting Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Administration building in downtown Montgomery.

**SPECIAL NOTE: Not everyone that applies for this open position will be interviewed.**

**Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**Resumes must be submitted to the Retirement Systems of Alabama, Attention: Human Resources Division, Suite 544, P.O. Box 302150 Montgomery, AL 36130-2150**

Email to [RSA.HumanResourcesMail@rsa-al.gov](mailto:RSA.HumanResourcesMail@rsa-al.gov) or Fax: 334.517.7906

**Submission Deadline: Friday, March 27, 2026, at 5:00pm**

**Starting Salary: \$36,508.80 – 61,063.20 annually**

**Starting salary will be based on qualifications and experience.**

**The Retirement Systems of Alabama is an Equal Opportunity Employer**