



Open Position: Executive Assistant II

The RSA Accounting, Chief Financial Officer Section, is currently seeking an Executive Assistant II. Please submit a resume to RSA Human Resources by the deadline date of Friday, January 31, 2020. Not every applicant that submits a resume will be interviewed.

Job Title	Executive Assistant II	Announcement Date	January 6, 2020
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JOB DESCRIPTION

The Executive Assistant II position, as used in the Accounting Division of the RSA, is responsible for tasks that manage, organize, and maintain files. This position also supports the Chief Financial Officer (CFO) of the RSA, as well as the Accounting Section Managers. Expertise and knowledge of various programmatic, technical, and administrative processes are required for this position.

QUALIFICATIONS AND SKILLS REQUIRED

- BS/BA degree required.
- Experience with and proficiency in Microsoft Office Products.
- Excellent organizational skills with an ability to think proactively and prioritize workload.
- Strong problem solving, quantitative, and analytical abilities.
- Experience with and proficiency in dealing with the public to include phone, written, and computer skills, and the ability to communicate on a professional level.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate executive communication to include taking phone calls, responding to emails, and interfacing with clients.
- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
- Coordinator for special events within the Accounting Division.
- Preparing materials, brochures, etc., used in CFO presentations.
- Provide organizational and operational support in the development and execution of CFO projects.
- Analysis and validation of RSA membership accounts to ensure accurate Pension and OPEB valuation reporting.
- Prepare valuation data spreadsheets by utilizing Microsoft Access and Excel functions and formulas.
- General ledger balancing to member contributions, employer contributions, service purchases, and terminations.
- Audit of member and employer contribution reports.
- Generate employer invoices for ad hoc payments.
- Upload outgoing correspondence into employer's Library Manager Folders.
- Create mass correspondence to RSA employers via DPAS.
- RFP organization of professional service agreements.
- Account analysis as assigned.
- Assist with any new projects that may arise requiring the above skills.
- Assist with other members of the CFO Division as the need arises.
- Any duties required by the CFO or Valuation Data Manager.

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

Resume Submission Deadline: Friday, January 31, 2020.

Salary: Starting Salary DOQ (Depending on Qualifications)

The Retirement Systems of Alabama is an Equal Opportunity Employer