

**EXECUTIVE & TREASURY ASSISTANT
FULL TIME
PORTAGE COUNTY**

Coleman Professional Services is a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs to foster recovery, build independence, and change destinies for individuals, families, and businesses in our community. We seek an Executive and Treasury Assistant to manage the daily operations of the CFO's office, support the administrative needs of the CFO, and support treasury functions.

This position works collaboratively and cross-functionally with all levels of the organization to perform a variety of administrative and treasury duties in a fast-paced environment where flexibility, adaptability, and attention to detail are required. Someone with a banking platform background and experience with treasury management would be an asset to the position.

While this list is not all-inclusive, duties include supporting the daily operations of the CFO, Accountants, and Fiscal department in general through administrative support (mailings, correspondence, customer service, scheduling, etc.); liaising with banks and financial institutions; gathering data and disseminating financial reports; preparing agendas and taking meeting minutes; tracking cash in- and out-flows; reviewing monthly account reconciliations; and helping with special projects.

Qualified candidates must have an Associate's Degree in Accounting along with five years' previous experience working in a corporate environment at a senior level and be able to work on multiple projects in a demanding, deadline-driven environment. We're looking for a self-starter with strong communication skills (written and verbal), including collaborating with confidence to effectively interact with Managers and employees. Knowledge and proficiency with various computer programs, including, but not limited to, Microsoft Office Suite and web-based applications are required. Candidates must be able to type at least 55 WPM and work an average of 45 hours per week (though actual hours will vary depending on the needs of the Executive) and be to work flexible hours as needed and attend applicable evening meetings.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select Careers, select the yellow icon to "SEE ALL CAREERS," and then select the blue icon to "Search Open Jobs" or select Career Opportunities along the top.