



Government Finance Officers Association

Administrative Associate (Full-time)

About GFOA

For over a century, Government Finance Officers Association (GFOA) has been dedicated to promoting excellence in state and local government financial management. GFOA has been accomplishing this mission by identifying and developing the highest quality financial policies and practices and promoting them to the public through education, training, and leadership. The association's nearly 20,000 members in the United States and Canada rely upon GFOA to provide timely information, practical educational opportunities, high quality professional publications, and the latest information on best practices.

Position Summary

We are currently seeking an administrative professional to provide support to GFOA's Technical Services Center (TSC). This position's main role is to provide administrative support to [GFOA's awards programs](#). This involves processing, tracking and routing applications to TSC reviewing staff, and communicating with applicants.

General Responsibilities

- Perform data entry tasks
- Prepare physical mailings
- Maintain reviewer databases and prepare results packages for program participants
- Answer telephone and e-mail requests
- Perform miscellaneous clerical tasks
- Organize and maintain multi-program physical files
- Provide backup for other support staff

Required Education and Experience (an equivalent amount of training, education, and experience will be considered)

- Three to five years of experience in administrative support and data entry preferred
- Proficiency in Word, Excel, Outlook, Acrobat and databases (experience with iMIS is a plus)
- Strong typing skills, organizational management, and attention to detail
- Excellent communication skills including answering and referring inquiries over the phone and conducting internet searches

- Ideal candidate will exercise initiative, be able to multi-task, and work cooperatively with others to accomplish objectives

Deadline to apply is July 11. Applicants should submit a resume and cover letter via e-mail to:

Beth Aldana

baldana@gfoa.org

HR Manager

Government Finance Officers Association

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