



**Dr. Freida H. Hill**  
Chancellor

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## **FISCAL/FACILITIES ADMINISTRATIVE ASSISTANT**

The Alabama Department of Postsecondary Education is accepting applications for the position of Fiscal/Facilities Administrative Assistant. This position is located in Montgomery, Alabama. Responsibilities include providing assistance to the Vice Chancellor for Fiscal Services and the Director of Facilities in executing the efficient and effective operations of the Divisions, assuming responsibility for the routine activities of the Divisions on the Vice Chancellor's and Director's behalf; providing assistance to the Vice Chancellor and Director by organizing and facilitating the timely flow of interdivision communications and documents; processing all out-of-state travel requests for the Department; and all other routine clerical duties as requested by the Vice Chancellor and Director. Qualifications include an AA/AS degree or certification in office administration or related field; three years secretarial experience of a progressively responsible nature, including supervisory and office management experience; familiarity with computer operations procedures and software application systems; ability to communicate effectively, both orally and in writing, and the ability to understand and carryout moderately complicated written and oral instructions; ability to perform tasks separately and independently of constant supervision and ability to supervise clerical support staff; and knowledge of the application of bookkeeping principles and routine accounting transactions, and skill in applying these principles to varied bookkeeping and accounting transaction. Salary range: \$32,241-\$38,450. Applicants must submit a completed Department application form, a cover letter addressing qualifications, a current resume, a list of four references with contact information, and a copy of unofficial transcripts to the Legal and Human Resources Division, Alabama Department of Postsecondary Education, Post Office Box 302130, Montgomery, Alabama 36130-2130. Faxed or emailed applications will not be accepted. An application form may be downloaded at [www.accs.cc/](http://www.accs.cc/), "Employment Opportunities." For more information call (334) 293-4602 or e-mail [vicki.strength@dpe.edu](mailto:vicki.strength@dpe.edu). Applications must be received no later than 5:00 p.m. Friday, January 13, 2012. The Alabama Department of Postsecondary Education is an Equal Opportunity Employer.