

**Job Title:** Administrative Assistant

**Location:** First Community Bank Building, Corpus Christi

**Status:** Full time

**Description:** The position of Administrative Assistant is responsible for providing administrative and secretarial support to the CFO; receives and distributes mail and correspondence; gathers data and compiles various reports for management; photocopies materials; maintains files; issues correspondence; promotes business for the Bank by maintaining good customer relations. This position will also be responsible for the maintaining the Bank's fiscal record keeping system by utilizing generally accepted accounting principles; adhere to tax laws and regulatory compliance to properly reflect the financial position the department, including Vendor Management.

**Skills/knowledge:** Knowledge of personal computers and computer software for word processing and Excel spreadsheets is required. This job requires the ability to meet established deadlines, work productively in groups and individually, communicate effectively in writing and orally, operate standard office equipment, work extended hours occasionally, and travel to various bank locations and training activities as needed.

**Education/work experience/licenses:** Associate's degree (AA) or degree of higher education in accounting.

### **Application information**

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be faxed to 361-888-3796 or emailed to [jharris@fcbot.com](mailto:jharris@fcbot.com)

**Equal Opportunity Employer**