



Hershey Trust Company Position Description

Position: Executive Assistant – Finance & Accounting
Date: May 1, 2023
Reports To: Vice President, Finance

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M.S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

General Position Summary

The Executive Assistant position will provide administrative support to the Vice President, Finance and the Finance and Accounting team. Responsibilities include handling administrative tasks such as creating reports, drafting correspondence, organizing meetings, arranging for travel as well as taking minutes. The individual may be asked to handle confidential and critical information. The ideal candidate will demonstrate qualities of being a self-starter and someone that enjoys a wide range of activities and assignments.

Principal Accountabilities

- Provide general administrative support to handle overflow of assignments and tasks. Assignments may involve preparing general correspondence, developing and/or entering data into a spreadsheet, database entry, file management, document filing and completing/preparing general administrative paperwork.
- Schedule or coordinate internal/external meetings, assist with managing calendars and travel arrangements.
- Assist with coordinating the material gathered in response to regulatory exam requests and other audit requests.
- Organize and prepare for meetings including gathering documents and attending to logistics.
- Attend meetings and prepare minutes and summaries as needed.
- Complete a variety of special projects including creating PowerPoint presentations, spreadsheets, reports or other needed meeting materials.
- Maintain various documents and records as required.
- Assist with completion of internal administrative paperwork including expense reports, processing and coding invoices.
- Serve as back up as needed for internal distribution of mail and transport of external mail to Post Office, assist with reception of visitors, and other duties as assigned.



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Minimum Qualifications

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

Education and Experience:

- High School Diploma, Associate Degree, or equivalent work experience working in C-Suite capacity. Strong academic record is preferred.
- Minimum of 3-5 years of administrative assistant experience in a professional environment.
- Experience in Finance and Accounting administrative functions preferred.

Certifications/Designations:

- CPS, CAP encouraged.

Work Location:

- This is a hybrid position with the expectation of being in the office in Hershey, PA two or more days per week.

Knowledge, Abilities, and Skills:

- Must be motivated by and value the important mission of Milton Hershey School, The M.S. Hershey Foundation and Hershey Cemetery, and contribute to the success of their missions.
- Unquestioned personal and professional integrity, ethics, and reputation with a high level of emotional intelligence, cultural sensitivity, and flexibility as well as a strong commitment to excellence and service.
- Proven ability to handle confidential information in a discrete and professional manner.
- Detail oriented, with a focus on accuracy and timeliness.
- Strong organizational and project management skills.
- Strong communication skills both verbal and writing.
- Excellent interpersonal skills and the ability to collaborate with a team.
- Ability to work independently with minimal supervision.
- Ability to handle competing deadlines.
- Ability to assist with tracking project timelines.
- Proven ability to work collaboratively with diverse groups (internal and external) and establish ongoing relationships.
- Must enjoy working with numbers and problem solving (follow-up).
- Proficiency in Microsoft Office suite.



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FLSA Classification: Non-Exempt
HTC classification: Full-time

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.