

JOB POSTING – Graham Holdings Company Corporate Office

Position Title: Administrative Assistant - Audit, Tax and Risk Management

General Position Description:

The Administrative Assistant provides assistance to three Corporate Office functions: the Corporate Audit Services (CAS) Department, the Tax Department, and the Risk Management Departments. Assistance covers the areas of general operations and coordination in the performance and execution of departmental duties and responsibilities. This role is a hybrid role and reports directly to the Director, Corporate Audit Services.

Corporate Audit Services Department Responsibilities:

- General administrative support of the Corporate Audit department functions, which include internal audits, SOX compliance, and other corporate governance projects, providing primary support to the Vice President, Corporate Audit Services and other senior management members of the group.
- Assist CAS department members with the editing and preparation of audit reports and executive presentations, using primarily Word, Excel and PowerPoint.
- Assist with editing, compilation and distribution of GHC Board of Director Audit Committee meeting packages to meeting participants. Approximately 6 meetings annually. Coordinate these responsibilities with other Corporate Office functions, such as Legal.
- Assist with editing, compilation and distribution of quarterly GHC Disclosure Controls Committee meeting packages to meeting participants.
- Coordinate CAS domestic and international team travel using the GHC online travel portal; Process travel expense reimbursements through Concur portal.
- Preparation and editing of periodic research and monitoring reports across groups.
- Assistance with invoice payment, expense tracking and quarterly accrual determinations.
- Coordinate meetings, training sessions, and conference calls for the group.
- Organize and maintain records of sensitive projects and correspondence.
- Overall responsibility for maintenance and management of onsite and offsite hard-copy department records, as well as all electronic department files.
- Handle telephone and email communications.
- Support individual VP/senior management initiatives and special projects.

Risk Management Department Responsibilities

- Collaborate with various contacts within the business units to:
 - Distribute essential information pertaining to insurance programs;
 - Gather data to be used for numerous insurance renewals;
 - Assist with requests for proof of insurance; and
 - Field and research insurance-related questions as needed.
- Prepare monthly or quarterly reports to summarize key data;
- Assist with travel arrangements and expense reports using the Concur system;
- Coordinate scheduling of internal and external meetings;
- Facilitate invoice payment;
- Organize and maintain diverse risk management records such electronic and paper files, insurance policy database and vehicle database;
- Follow-thru with insurance brokers to collect and maintain insurance policies; and
- Provide general administrative support to risk management team.

Tax Department Responsibilities

- Prepare and enter approved vendor invoices into Oracle system.
- Sort, scan and send mail to Tax team members
- Run and disseminate periodic Corptax reports: Consolidated, Domestic, Foreign
- Schedule and coordinate Tax virtual and in-person meetings and quarterly calls.
- Prepare state vouchers tax payments.
- Mail Tax returns: extensions, quarterly, annual, and foreign.
- Tax record retention

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

Overall Requirements:

- Ability to manage priorities effectively across multiple departments.
- Technical aptitude and high level of proficiency with PDFs and MS Office applications: Word, Excel, and PowerPoint. (Experience creating Excel charts and mid-level PowerPoint presentation development/maintenance is highly desirable. Experience with Excel macros, pivot-tables, Access databases, web-html, Tableau, Concur Expense Management, ACL or TeamMate audit software appreciated.)
- Ability to work with basic financial software.
- Solid organizational and project management skills; Strong attention to detail.
- Ability to establish priorities, manage multiple projects, and work independently to meet deadlines.
- Exceptional oral and written communication skills, including proofreading, grammar, and spelling.
- Absolute discretion with sensitive and confidential information.
- Professional, helpful demeanor when interacting with colleagues and the public.
- Bachelor's degree or equivalent experience preferred

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k), PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee discounts & deals and more.

Send resume, cover letter and salary requirement to: careers@ghco.com

Reference: Administrative Assistant - Audit, Tax and Risk Management

or by mail to:

Graham Holdings Company
Human Resources Careers
1300 N. 17th Street, Suite 1700
Arlington, VA 22209

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.