



Job Description: Administrative Assistant

BASIC INFORMATION	
FLSA Status	Non-Exempt
Provisional Period	90 days
Job Title	Administrative Assistant
Location	Eagan, MN
Department	StrongHearts Native Helpline
Position Type	Full Time Hourly
Reports to	Director
Supervises	N/A

GENERAL POSITION PURPOSE STATEMENT - JOB DESCRIPTION SUMMARY

The Administrative Assistant is supervised by the Director of StrongHearts Native Helpline.

The Administrative Assistant will serve as a support to the Director and program staff as necessary, and will be responsible for processing invoices and payments, coordination of travel logistics, assistance with processing of payroll, and hiring/ orientation coordination.

This position requires high level of organization, administrative skills and attention to detail.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Responsible for payroll and benefits functions, including biweekly payroll; periodic state and federal withholdings processing and reporting; worker's compensation and unemployment insurance payments and reporting.
- Prepare invoices, vouchers, expense reports and check requests.
- Prepare batch check runs, wire transfers, and ACH transactions.
- File and maintain accounting documents, records and reports.
- Arrange travel reservations and logistics for StrongHearts and consultants
- Manage travel records and submit for payment
- Maintain travel log to ensure trip reconciliations are submitted in timely manner
- Provide administrative support to professional staff, including finance staff
- Assist in overall office administration and maintenance, including answering the phone and maintaining common areas as necessary.
- Assist in hiring, including, coordinating interviews and helping to on

board new staff

- Schedule staff meetings as requested
- Comply with all federal, state and local legal/financial requirements, and organizational internal controls to maintain financial accountability.

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow and any other job-related instruction and to perform any other job-related duties requested by his or her supervisor or management.

JOB REQUIREMENTS AND RESPONSIBILITIES

- An Associates degree in business, accounting, or customer service or equivalent work experience)
- Excellent computer skills, including Microsoft Word and Excel
- Demonstrated ability to learn program specific software
- Strong verbal and written communication and phone skills
- Strong time management skills with a demonstrated ability to work quickly and independently
- Ability to think creatively and problem-solve to assist a new and growing program
- Significant experience working with and in American Indian/Alaska Native communities
- A consistent positive solution-oriented response that includes communicating about challenges to the appropriate person in a constructive and productive manner

The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, the Assistant Director, and the mission, vision and values of the StrongHearts Native Helpline. This description does not modify any employee's at-will-status and is not a contract for continued employment of any duration.

OTHER REQUIREMENTS AND WORK CONDITIONS

- Ability to work as a team member, providing support and constructive feedback in interpersonal interaction
- Demonstrates initiative and the ability to be flexible and creative.
- Ability to work with people from a variety of backgrounds and experiences
- Intentionally and actively fostering positive working relationships and organizational culture
- Previous experience working with American Indian and Alaska Native populations
- Previous experience in an administrative position

Signature _____ Date _____
Administrative Assistant (FT)

Signature _____ Date _____
Director, StrongHearts Native Helpline



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address. Apartment/Unit #
City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security #: _____

Position Applying for: _____

Tribal Affiliation: _____ Enrolled or Descendant: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a crime? YES NO If yes, explain: _____

Are you currently or have you ever been on any federal contracting exclusion list? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate?

YES NO

Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize The National Indigenous Women's Resource Center to verify employment and conduct a background check.

Applicant

Signature: _____ Date: _____

For an application to be complete, it must contain the following:

1. Completed and signed application
2. Letter of Interest
3. Resume

Please submit all materials in confidence to:

Email: info@strongheartshelpline.org