### BASIC INFORMATION

<table>
<thead>
<tr>
<th>Job Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Provisional Period</td>
<td>180 days</td>
</tr>
<tr>
<td>Job Title</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Location</td>
<td>Eagan, MN (temporarily remote)</td>
</tr>
<tr>
<td>Department</td>
<td>Administration</td>
</tr>
<tr>
<td>Position Type</td>
<td>Full-time-Hourly</td>
</tr>
<tr>
<td>Reports to</td>
<td>CFO</td>
</tr>
<tr>
<td>Supervises</td>
<td>None</td>
</tr>
<tr>
<td>Shift</td>
<td>Full-time, Hourly, Regular</td>
</tr>
<tr>
<td>Salary/Hourly Rate</td>
<td>$22 hour</td>
</tr>
</tbody>
</table>

### GENERAL POSITION PURPOSE STATEMENT

The Administrative Assistant is supervised by the Chief Financial Officer and works closely with the StrongHearts Leadership Team, as well as the NIWRC Director of Business Services. The Administrative Assistant will serve as a support to the CFO, Leadership team and staff as necessary. This position is responsible for processing invoices and payments, recruiting, hiring and orientation of new staff and coordination of travel logistics. This position requires a high level of independence, organization 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 any other job-related instruction and to perform any other job-related duties requested by their supervisor or management.*

### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 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

### 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