



Administrative Assistant

Job Description, October 2018

The Kansas Academy of Family Physicians is seeking an Administrative Assistant.

Summary of Position

Supervisor: Executive Vice President
Hours: 25-27 hours per week
Wage: \$15-18/hour; non-exempt

Timeline

Deadline to Apply: October 19, 2018
Interviews: October 22 – November 2
Start Date: Anticipated November 5

To apply: submit cover letter, resume and at least three references to Michelle Corkins (mcorkins@kafponline.org) with “Administrative Assistant Application” in the subject line.

Job Summary

The Administrative Assistant will be responsible for the day-to-day, general operations of the office, limited bookkeeping, maintenance of membership records, support of governance processes, management of certain event processes and assistance on other programs as directed.

Duties & Responsibilities

- **General Office Management:** Routine office management responsibilities including but not limited to:
 - Basic office services: answer the phone, check voice messages, distribute faxes, handle filing, and monitor office supply inventory, ordering as needed, welcome and receive guests.
 - Management of relationships with vendors, service providers, and landlord.
 - Office maintenance: report needs to building management
 - Mailing, shipping and office errands
 - Employee records and benefits programs as per the Human Resources manual
 - Office insurance policies’ renewals
 - Reports: file required reports such as Governmental Ethics Commission on time
 - Procedure manual for responsibilities: update
 - Work area: keep the common office areas neat and tidy
- **Financial:** Limited bookkeeping to process invoices and receipts to Accounts Payable (AP) contractor including but not limited to:
 - Monthly receipts: match funds received through merchant payment services and other deposits with purpose of transaction and enter appropriately into accounting software
 - Deposit log: review checks received and reconcile with deposits
 - Reports: prepare scheduled or special request reports
 - Financial records and filing: send financial reports to officers
 - End of year financials: work with accountants to collect needed documents for end of year
 - Accounts Receivable: prepare and distribute invoices as directed, maintain a system for follow up on Accounts Receivable
- **Membership:** Maintain membership records and manage basic membership operations including but not limited to:
 - Membership database: process membership applications and status changes

- CME records: record and report CME earned by members through KAFP events
- Membership recruitment and retention plan: prepare and send various membership recruitment and retention documents as directed
- Governance: Staff Board of Directors meetings and provide governance support including but not limited to:
 - Minutes at board meetings: responsible to attend each scheduled board meeting and take minutes of proceedings, prepare drafts for approval
 - Record of board meetings, minutes and board policies: acts as record-keeper of board minutes, policies and other governance documents
- Events & Registration: Manage event registration, provide support for meetings including but not limited to:
 - Registration: handle registration and records for events, report registration details appropriately, ensure integrity of registration records
 - Participate actively in planning and execution of events including site and caterer selection and preparation of meeting materials as directed
 - Exhibits: work with Exhibit Coordinator to recruit exhibitors, process exhibit applications, assign exhibit spaces, invoice and track exhibit payments
- Special Projects: Complete other projects as directed

Credentials & Experience

- College degree, business, non-profit management or other related degree
- Two years' experience in an office setting, ideally in a non-profit organization
- Proficient in the Microsoft Office suite: Word, Excel, PowerPoint,
- Experience with use of accounting software

Desired Skills: KAFP seeks Administrative Assistant who:

- Exhibits highly organized behaviors
- Understands the importance of record keeping
- Has strong written and verbal communication skills
- Displays good interpersonal skills
- Shows initiative as a dependable self-starter who completes tasks in a timely manner
- Works well in a team environment
- Is able to manage time and tasks with guidance on prioritization from supervisor
- Has a service-oriented, cooperative, positive and professional demeanor

Wages, hours and benefits

- Hourly wages: to be determined at the time of hiring within a \$15-18/hour range
- 90-day probationary period, eligible for a raise at the successful completion of probationary period
- The position is 25 – 27 hours per week and the schedule will be mutually determined between KAFP and the Administrative Assistant with the requirement that the Administrative Assistant will be in the office every work day
- Travel: there are limited times when travel is required for the Administrative Assistant
 - On those occasions mileage is reimbursed at the standard IRS rate and lodging/meals are provided
- KAFP is an equal opportunity employer

About KAFP

Founded in 1948 the [Kansas Academy of Family Physicians](#) represents 1,760 physicians and medical students statewide. It is the only medical society in Kansas devoted solely to primary care. The mission of the KAFP is to support and serve family physicians of Kansas as they advance the health of Kansans.