

# **Freedom's Frontier National Heritage Area, Inc.**

## **Lawrence, KS**

Freedom's Frontier National Heritage Area (FFNHA) is a federally funded nonprofit organization and affiliate of the National Park Service dedicated to building awareness of the struggle for freedom along the Missouri-Kansas border. Established by Congress in 2006, its nationally significant themes are the settlement of the frontier, the Missouri-Kansas Border War and Civil War, and the enduring struggle for freedom. We achieve our goals, via partnerships with museums, historical societies, and heritage sites, through interpretation, preservation, conservation, and education for all residents and visitors.

Job Title: **Administrative Assistant**

Job Description:

As an Administrative Assistant, you will play a pivotal role in supporting the smooth operation of our organization. Your primary responsibilities will include assisting with administrative tasks, managing financial records using accounting software, and utilizing Excel for data analysis and reporting.

Key Responsibilities:

1. Administrative Support:
  - Provide general administrative support, including answering phone calls, scheduling meetings, and managing emails.
  - Maintain organized filing systems for both digital and physical documents.
  - Assist with travel arrangements, expense reports, and other logistical tasks.
  - Order and maintain office supplies as needed.
  - Coordinates the receipt, processing, and recordkeeping, of incoming and outgoing mail, including checks.
  - Works independently to follow-up on outstanding items to ensure timely completion of tasks.
2. Financial Management:
  - Utilize accounting software to record and track financial transactions, including accounts payable and accounts receivable.
  - Ensure accurate and up-to-date record-keeping for all financial transactions.
  - Reconcile bank statements and credit card statements.
  - Generate financial reports and summaries using accounting software as required.
3. Excel Data Management:
  - Create and maintain spreadsheets using Microsoft Excel to organize and analyze data.
  - Perform data entry, data validation, and data cleaning tasks.
  - Prepare reports, charts, and graphs to present data effectively.
  - Assist in budgeting and financial forecasting using Excel.
4. Communication and Coordination:

- Collaborate with team members and other departments to gather and share information.
  - Communicate effectively with vendors, clients, and other external parties.
  - Assist in the preparation of presentations and reports.
  - Assist in the preparation of emails, correspondence, presentations, and reports.
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5. Record Keeping and Documentation:
- Maintain accurate and organized records of financial transactions, contracts, and other important documents.
  - Ensure compliance with company policies and procedures.

Required Qualifications:

- High school diploma or equivalent.
- Excellent computer, analytical, problem solving, communications, and interpersonal skills as evidenced by previous work history.
- Proficiency in Microsoft Excel and other accounting software for data analysis is required.
- Proficiency managing information and data, as evidenced by application materials, prior work experience, or references.
- Proficiency in Microsoft Outlook required.
- Strong organizational and multitasking skills and attention to detail as evidenced by application materials, prior work experience, or references.
- Excellent communication and interpersonal skills as evidenced by application materials, prior work experience, or references.
- Ability to handle sensitive information with confidentiality.

Preferred Qualifications:

- Prior administrative or office experience, managing multiple tasks, is preferred.
- Familiarity with other office software and tools is a plus.
- Associate degree or relevant certification is a plus.

This job description outlines the primary responsibilities and qualifications for an Administrative Assistant with a focus on Excel proficiency. The role may also involve additional tasks and responsibilities as assigned by the organization.

Additional Candidate Instructions:

Only complete applications will be considered. A complete online application consists of the following:

1. Resume;
2. A cover letter outlining how the candidate meets the state requirements; and
3. The names and contact information for three professional references.

Contact Information to Applicants

[ladams@freedomfrontier.org](mailto:ladams@freedomfrontier.org)

#### Advertised Salary Range

\$18.00 - \$23.00 hourly, commensurate with documented experience.

#### Work Schedule:

Part-time, Tuesday, - Friday, non-benefits eligible, 25 hours per week, in person at the offices of Freedom's Frontier National Heritage Area, Inc., 200 W. 9<sup>th</sup> Street, Lawrence, KS. Work hours / days are negotiable with the supervisor.

Travel or non-standard hours may be required on occasion.

#### Physical Requirements:

The employee is frequently required to have good hand-eye coordination, to reach, push, pull and grasp with fingers, hands and arms. The employee must be able to hear and talk and have the visual acuity to use a keyboard. The employee is frequently required to stand and walk. The position requires prolonged periods sitting at a desk and working on a computer. The employee must be able to regularly lift up to 15 pounds and occasionally lift and/or move up to 50 pounds. The employee must possess good literacy, cognitive, numeracy and communication skills.

#### Application Review Begins

1/15/2023

Open until filled