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**Administrative Position Opening**

This position is located at the Grand Forks International Airport with the Grand Forks Regional Airport Authority.

Summary:

* Provides broad administrative support to the Executive Director, Management Team, and the Airport Authority Board.
* Under general supervision, performs a wide range of bookkeeping and basic accounting activities, including but not limited to accounts payable.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks:*

* Greets visitors and phone callers; provides information or resolves issues or complaints if possible; refers visitors or callers to appropriate staff person
* Sorts and distributes incoming mail both hard copy and electronic
* Coordinates complex calendars, meetings, and complex and flexible travel schedules for the Executive Director, Authority Board and Senior Management Team Members
* Provides staff support to the Airport Board Authority; schedules meetings; listens, interprets, takes and transcribes meeting minutes; conducts mailings; distributes information to Board members
* Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format
* Possess good listening skills; can receive a list of instructions and can follow them without much follow-up; can ensure the information is recorded and/or relayed accurately
* Performs general office duties, including copying, scanning, filing, drafting reports for senior staff, ordering office supplies, arranging for repair of office equipment, and maintaining the office filing system
* Inputs information quickly and accurately from a variety of sources into computer spreadsheets
* Assists in maintaining the Airport Authority website
* Plans, coordinates and executes special events taking place at the airport or on the behalf of the Airport Authority
* Gathers and assembles information and materials; researches, compiles and evaluates information for special projects; extracts and summarizes information from files, records and other sources; prepares reports, graphs, displays and other exhibits in MS PowerPoint or equivalent
* Assists Airport Operations/ARFF with security badging and fingerprinting when needed
* Provides support to the Marketing Committee and coordinates sales of advertising in the Terminal building
* Invoice Processing (Accounts Payable): enters invoices, routes for approval, makes payments via online, check or credit card; balances statements to actual invoices;
* Performs bank reconciliation for credit card sales accounts and petty cash fund
* Performs other related duties as assigned

Minimum Qualifications:

Required Knowledge and Skills:

* Solid communications skills, both written and verbal, and proficient at proofreading
* Maintains discretion and confidentiality in relationships with Executive Director, Management Team and Authority Board
* Skilled in maintaining records-both hard copy and electronic
* Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
* Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners
* Demonstrated proactive approaches to problem-solving with strong decision-making capability
* Emotional maturity
* Highly resourceful team-player, with the ability to also be extremely effective independently
* Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
* Demonstrated ability to achieve high performance goals, problem solve, and meet deadlines in a fast-paced environment
* Forward looking thinker, who actively seeks opportunities and proposes solutions
* Proficient in MS-Office including Word, Excel, Outlook, and PowerPoint; and other software applications such as Adobe Acrobat, QuickBooks, and Stampli.

Education/ Experience:

* Associate Degree or comparable vocational technical program in business management or closely related field;
* Five years of experience in administrative support and/or accounts payable environment.

Hours:

* Successful candidate would work Monday-Friday, 8:00am-4:30pm but may be required to work outside of these hours.

Wage:

* Starting hourly wage ranges from: $19.05 - $20.58 (annually $39,614 - $42,815) plus benefits and overtime as needed.

Benefits:

* Comprehensive benefit package including Health Insurance at 75% paid, Dental Insurance for Employee is paid, vision is offered, Pension Plan and other retirement options along with paid disability and life insurance.
* PTO is above the industry average

How to apply:

* Submit cover letter and resume to Director of Finance and Administration, 2301 Airport Drive, Grand Forks, ND 58203; [taasand@gfkairport.com].
* For a full job description, visit our website: https://gfkairport.com/business/#careers

Deadline: Wednesday, June 23, 2021

\*Employment with the Airport Authority is contingent upon an education/experience background investigation, a drug-screen, a fingerprint-based criminal history record check processed by the FBI, and the ability to be granted a security identification badge as mandated by the Transportation Security Administration.