

Job Opening:

Office Administrator - Asphalt Paving Association of Iowa (APAI)

The Asphalt Paving Association of Iowa (APAI), is in search of qualified applicants to fill the position of Office Administrator. Please find a description of the organization and roles & responsibilities for the position. Qualified candidates can email their resume to: apai@apai.net, Subject: Job Opening, or mail hard copies to:

Attn: Job Opening
Asphalt Paving Association of Iowa
1606 Golden Aspen Drive, Ste 102
Ames, IA 50010

Organization Overview:

The Asphalt Paving Association of Iowa (APAI) is made up of an Executive Vice President, Office Administrator, and Field Engineers and represents the finest collection of contractors, suppliers, associates and consulting engineers engaged in the design, production and construction of Iowa's high quality asphalt pavements. The APAI promotes the use of quality Hot Mix Asphalt (HMA) to Road-Ownning Agencies and Iowa Engineers responsible for pavement design through publications, conferences, on-site visits and technical training events. Members of the APAI represent the association and the asphalt industry through their commitment to excellence in construction practices and ethics.

In its mission to promote the use of quality Hot Mix Asphalt design and construction, the Asphalt Paving Association of Iowa is dedicated to providing its members with technical, educational, and marketing support that will best aid them in the production, and construction of quality asphalt pavements.

Office Administrator's Role and Responsibilities:

The APAI is the voice of the Iowa Asphalt Industry to our customers and our members. We are made up of a small but efficient staff, so we require an Office Administrator of personable and professional disposition to join our team, learn of the rewarding aspects of representing the Asphalt Industry, and become a strong member of the APAI team. As the APAI full-time office staff is limited to the Executive Vice President and Office Administrator, this position represents a greater scope and depth of hands-on work, including responsibility for financial and general record keeping and performing a variety of general office clerical and administrative support duties. This position will work from 8:00AM – 5:00PM, Monday through Friday with benefits, a flexible schedule when necessary, and paid time off. The Office Administrator answers directly to the Executive Vice President.

Office Administrator's Key Responsibilities and Duties:

- Prepares correspondence, reports, lists and other documents as instructed and requested by designated APAI personnel.
- Transcribes or prepares letters, meeting minutes, reports, statements, memoranda, notices, budgets, financial tables, and confidential correspondences and reports.
- Provides support to the APAI Board of Directors as needed.
- Answers incoming calls, receives and greets visitors and provides information to or refers callers and visitors to the appropriate APAI personnel.
- Monitors and pays invoices as each is due, processes accounts payable, accounts receivable and/or payroll as necessary.
- Keeps accurate accounting of bank balance and reconciles bank accounts monthly.
- Review monthly payables for correct distribution account and end of year reconciliation by accountant
- Monthly comparison: update yearly budget vs. actual expenditure
- Audit payables for accuracy; charges, and credits
- Maintains Annual Membership Directory and membership records including invoicing of dues.
- Prepares other invoices as needed
- Maintain monthly files of paid invoices for quick access/reference
- Payroll, By-weekly
- Review Field Staff time sheets and prepare payroll documents, including checks
- Prepare quarterly state and federal tax statements and payments
- Provides APAI members service support as necessary.
- Receives, opens, and distributes mail to the appropriate APAI personnel.
- Maintains and updates the Association's website
- Maintains and updates APAI's profiles on social media platforms (Facebook, LinkedIn, etc.)
- Organizes and manages the Administrative electronic and paper filing system, and requisitions office supplies, materials and maintenance as necessary.
- Coordinates appointments and schedules and manages staff calendars.
- Assists APAI Field staff as necessary/requested.

- Assists in the planning, organizing, and execution of all in-house and off-site activities (Workshops, Open Houses, and Conferences).
- Track renewal dates for various annual software subscription or other yearly expense, schedule payables appropriately
- Performs other various administrative duties as assigned by the Executive Vice President.

Human Resources Duties:

- Maintain employee personnel files
- Correspondence as needed and directed.

Financial Duties:

- Expense reports
- Processing payments
- Billing
- Payroll
- Purchasing
- Receiving

Necessary Skills:

- Organizational and time-management skills.
- Exceptional attention to detail.
- Interpersonal skills.
- A thorough knowledge of modern office procedures, practices and equipment.
- A thorough knowledge of modern office filing systems and procedures.
- A thorough knowledge of modern standard bookkeeping principles, practices and procedures.
- An aptitude to learn new systems and procedures
- The ability to communicate effectively with others, both orally and in writing.
- Proficient with Microsoft 365 (word, excel, teams, Outlook, etc.)
- Use of mass mail platform Constant Contact, MailChimp, or equivalent
- Proficient with Quickbooks – Accounting Software or equivalent
- The ability to prepare and present accurate and reliable reports including findings and recommendations.

Job Type:

Full-time / Salaried

Benefits: (Waiting period may apply)

Health Insurance (Blue Cross / Blue Shield)

Paid Time Off

Schedule:

Monday through Friday, 8:00AM – 5:00PM

Required Qualifications:

Administrative Assistant or Office Manager - 5 years (Preferred)

Education:

High school or equivalent minimum (Required)

Daily Setting:

Office

Company's website and Facebook page:

<https://www.apai.net/>

<https://www.facebook.com/AsphaltIowa>

Equal Opportunity Employer, including disabled and veterans.