



## Kansas Funeral Directors Association

The Kansas Funeral Directors Association is a trade association representing funeral homes, funeral directors and embalmers across the state of Kansas.

### Position

### Administrative Assistant/Office Manager

#### Qualifications

- Administrative experience
- Excellent communication skills as well as good telephone etiquette
- Computer skills and experience is necessary
- Familiarity with programs such as Quickbooks, Excel, InDesign, Wild Apricot or similar programs is important
- The ability to work independently and multi-task

#### Responsibilities

- **Bookkeeping** - Responsible for basic accounting responsibilities including writing checks, depositing funds and creating invoices for association. Requires basic knowledge of QuickBooks.
- **Maintain Membership Data Base** – knowledge of Wild Apricot, Excel, and some Microsoft Access is preferred.
- **General Typing & Office Support** – Prepares files and handouts for all board and committee meetings, seminars, and convention & trade show. Create brochures and flyers for seminars and conventions. Prepare bulk mailings. Requires knowledge of Microsoft office programs and InDesign. Use of mail machine and bulk mailing requirements is a plus.

- **KFDA Journal** – Responsible for typing articles, layout of our monthly magazine (placing articles and advertisements on pages), yearly renewals of advertisers. Requires knowledge of InDesign.
- **Convention** – Acts as convention registrar, prepares convention brochure and maintains registration lists. Position requires limited travel once a year.
- **Receptionist** – Responsible for answering phone, screening calls and greeting visitors to office.
- **Website**- Update and maintain information on website and send out blast e-mails.
- **Miscellaneous** – Building maintenance, dealing with tenants and any other task requested by Executive Director.

### **Salary and Benefits**

This is a full-time position. Salary based on qualification and experience. Benefits include vacation and sick leave, paid holidays, health insurance and optional participation in Simple IRA.

### **Applications**

To apply send cover letter and resume with salary requirements to Pam Scott at [kfda@kfda.kscoxmail.com](mailto:kfda@kfda.kscoxmail.com).