



Kansas Bankers Association is a private, non-profit 501 (c) 6 founded by Kansas bankers in 1887. One of the first five state bankers' associations in the country, it has a proud history of assisting Kansas banks. The KBA mission is, 'Together we support our member banks and bankers with leadership, advocacy and education to benefit the communities and customers they serve.'

Job title: Legal Department Administrative Assistant

SUMMARY OF POSITION

The Legal Department Administrative Assistant will conduct a wide range of office and clerical functions for the KBA Legal Department, and KBA's subsidiary, Kansas Bankers Consulting Services, LLC (KBCS). This person will support the KBA Legal Department/KBCS staff in a variety of activities and will be required to maintain good working relationships with Kansas bankers.

LOCATION

The Kansas Bankers Association is headquartered in Topeka, Kansas at 610 SW Corporate View, Topeka, Kansas, and this person will be required to work at this location.

APPLICATION DATE

Screening of applications will begin December 20, 2019 and will continue until the position is filled. The desired start date is February 3, 2020.

ESSENTIAL FUNCTIONS OF POSITION

- Assist the manager of the KBA Legal Department/KBCS with office management, administration and clerical support.
- Support and assist the KBA Legal Department/KBCS staff with word processing, data entry, document preparation, development and filing of documents/information.
- Act as the receptionist for incoming calls to the KBA Legal Department/KBCS, directing inquiries to the appropriate personnel and responding to member requests.
- Prepare invoices and collect payments for KBA Legal Department/KBCS activities.
- Maintain KBA/KBCS client management records.
- Assist with the preparation of KBA Legal Department publications.
- Perform any and all duties as may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently, yet closely with others to achieve timely results.
- Ability to be a team player, with strong diplomacy skills, and maintain a positive attitude.
- Skilled at multi-tasking and attention to detail.
- Financial institution experience (Preferred).
- Basic bookkeeping experience (Preferred).
- Strong customer service, verbal and written communication skills.
- Strong computer skills, including Microsoft Office programs (Word, Excel, Access, Publisher, Powerpoint)
- Skilled with database management (Preferred)
- Skilled at operating various office equipment (Printers, Copiers, Mailing Machines, etc.)
- Must be able to lift 50 lb. boxes.
- Limited travel may be required.

SALARY AND BENEFITS

This is a full-time, salaried position and includes a comprehensive benefits package. Compensation will be commensurate with professional experience and education.

HOW TO APPLY

Please submit a cover letter and resume to Terri D. Thomas, SVP-Legal Department Director, Kansas Bankers Association, 610 SW Corporate View, Topeka, KS 66615 .

For more information about Kansas Bankers Association, please visit www.ksbankers.com.