Job Description: Office Administrator

Position Classification

Non-exempt, Full-Time Regular

Position Location

Bristol Bay Housing Authority Offices (BBHA) Dillingham

Organizational Relationships

- Reports directly to the Executive Director.
- Works closely with the Construction Superintendent, Chief Financial Officer, Strategic Development Director, Housing Manager, and Tribal partners
- Serves as a key liaison between the Executive Director, BBHA staff, Board, and external stakeholders

Position Overview

The Office Administrator provides high-level administrative, organizational, and coordination support to ensure the efficient operation of the BBHA office. This position plays a critical role in supporting leadership functions, Board governance processes, and organizational communications.

The Office Administrator must exercise professionalism, discretion, and sound judgment while managing confidential information, coordinating complex schedules, and supporting strategic and operational initiatives. This role requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced, mission-driven environment serving Tribal communities.

Key Responsibilities:

- **Administrative Duties and Customer Service:**
    - Perform front desk administrative duties, sorting mail, answering phones and relaying messages.
    - Responsible for receiving and day stamping all homebuyer and tenant applications for NAHASDA.

  - Assist clients as needed, providing relevant support and information.
  - Manage personal data like wage garnishments and tax levies, filing supporting documentation as needed.
  - Manage incoming invoices and purchase/check requisitions and filing supporting documentation as needed.

- **Process Purchase Orders:**
  - Research purchase order files in response to inquiries related to vendor payments.
  - Assists accounts payable in closing out trip reports.
- **Checks:**
  - Print and distribute checks for accounts payable and payroll.
  - Print and distribute checks for board of commissions or employee travel.
- **Record Maintenance**
  - Write up daily deposits for bank deposits and maintain bank deposit slip inventory.
  - Assemble documentation in support of financial audits and review with auditors as needed.
- **Reporting and Auditing:**
  - Assist the Finance Manager and CFO with financial reporting and reconciliation tasks as needed.
- **Executive Support**
  - Scheduling meetings, travel, and appointments.
  - Prepare correspondence, reports, presentations, and briefing materials.
  - Screen calls, emails, and requests; prioritize and respond as appropriate.
  - Track deadlines, action items, and follow-ups on behalf of the Executive Director.
  - Provide logistical support for meetings, conferences, and travel arrangements.
- **Board of Commissioners (BOC) Support**

- Coordinate all Board meetings, including scheduling, logistics, and communications.
- Prepare and distribute Board packets, agendas, resolutions, and supporting materials.
- Record, transcribe, and maintain accurate meeting minutes.
- Ensure proper documentation and retention of Board records in compliance with policy.
- Support communication between the Executive Director and Board members.

- **Administrative Coordination**
  - Maintain organized filing systems (electronic and physical) for executive and Board records.
  - Coordinate internal communications across departments.
  - Assist with preparation of organizational reports, including those related to HUD and other funding agencies.
  - Support contract tracking, document routing, and approvals.
- **Stakeholder & Tribal Relations Support**
  - Serve as a point of contact for Tribal representatives, partners, and external agencies.
  - Assist with coordination of meetings, community visits, and stakeholder engagement activities.
  - Help ensure respectful, timely, and culturally appropriate communication.
- **Confidentiality & Compliance**
  - Handle sensitive and confidential information with a high degree of discretion.
  - Ensure compliance with organizational policies, procedures, and regulatory requirements.
  - Support records management in alignment with HUD, NAHASDA, and Tribal governance standards.
- **Operational & Strategic Support**

- Assist with special projects assigned by the Executive Director.
- Support strategic initiatives through coordination, tracking, and documentation.
- Help improve administrative systems and processes for efficiency and effectiveness.

Qualifications

- **Education:**
  - Associate or Bachelor degree in Business Administration, Public Administration, Tribal Governance, or related field preferred.
  - Equivalent combination of education and experience may be considered.
- **Experience:**
  - Administrative experience, preferably supporting executive-level leadership
  - Experience working with Boards or governing bodies strongly preferred
  - Experience in Tribal organizations, housing authorities, or public sector environments preferred
  - Must have a valid Alaska State Driver's license.

Skills, Knowledge, and Abilities

- Strong organizational and time management skills with the ability to manage multiple priorities
- Excellent written and verbal communication skills
- High level of professionalism, discretion, and confidentiality
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Ability to prepare high-quality reports and professional documents
- Strong attention to detail and accuracy
- Ability to work independently and collaboratively
- Cultural awareness and ability to work effectively with Tribal communities and leadership

- Adaptability in a dynamic work environment

Physical Requirements

- Required to sit, talk or hear (both in person and via telephone), and use hands repetitively to operate office equipment.
- Occasional lifting of up to 10 pounds.
- Close vision and the ability to adjust focus are also necessary.

Working Conditions

- This position may require travel to various tribal communities and engagement with community stakeholders.
    - Must be able and willing to travel in small, unpressurized aircraft to travel to area Bristol Bay villages to conduct business with Tribal Councils.
- Work is performed in an office environment with a quiet to moderate noise level.

Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Office Administrator role.

This job description outlines the essential functions and expectations for the Office Administrator position, emphasizing the integral role in maintaining the financial health and operational efficiency of the housing authority while ensuring compliance and integrity in all financial activities.

Indian Preference in Hiring under PL 93-639