

Job Title: Administrative Assistant

Organization: H2Ozarks



Job Type: Full-time, Non-exempt

Office Location: 11 Oak Dr., Kimberling City, MO

Work Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

About Us:

H2Ozarks is a non-profit organization dedicated to protecting and improving water quality in the Ozarks region of Arkansas and Missouri. We work on a variety of water-related initiatives that promote a healthier watershed through projects, programs, and partnerships.

Position Overview

The Administrative Assistant’s primary role is heavily focused on data entry and the transfer of written information from multiple sources into digital formats. This role involves recording day-to-day operations and activities with efficiency, consistency, and accuracy. The Administrative Assistant will bring a positive attitude and exceptional organizational skills to the team. The ideal candidate is detail-oriented, tech-savvy, highly organized, people-focused, an effective communicator, and enthusiastic about supporting a wide range of daily operational tasks.

The Administrative Assistant reports to the Internal Operations Manager.

Key Responsibilities

- Deliver customer support and manage customer profiles to ensure accurate records and high customer satisfaction.
- Support field staff by capturing, organizing, and entering field data into internal systems to keep records current and actionable.
- Manage accounting and financial tasks using appropriate software, including time tracking, receivables, payables, purchasing, and inventory management.
- Prepare and maintain documents, spreadsheets, communications, and collaborative materials using Microsoft Office applications such as Excel, Outlook, Word, SharePoint, and Teams.
- Maintain and navigate structured digital filing systems to ensure organized, accessible, and up-to-date records.
- Gather, connect, and interpret information from multiple resources to produce accurate data and clear reports.
- Communicate professionally in both written and verbal formats in support of internal and external stakeholders.
- Coordinate tasks, schedules, and administrative workflows with strong organizational discipline to ensure efficient daily operations.
- Perform other related tasks as needed to support the organization.

Qualifications

- High School Diploma or equivalent.
- Experience using accounting or financial management software; experience with QuickBooks is preferred.

- Familiarity with basic bookkeeping functions such as billing, invoicing, accounts payable/receivable, and time tracking.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Capacity to work independently while supporting collaborative team operations.
- Strong written and verbal communication skills.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Strong organizational skills, with attention to detail.
- Proficiency with Microsoft Office 365 Suite, especially Excel, Word, Outlook, and SharePoint.

Preferred Skills and/or Experience

- Prior experience in data entry, records management, or administrative operations.
- Ability to type 45-60 WPM with at least 95% accuracy.

Physical Requirements

- Ability to remain seated for extended periods while performing computer-based tasks and administrative duties.
- Ability to lift and carry office materials and supplies up to 40 pounds as needed.
- Ability to move between workstations, storage areas, and office equipment as part of daily operations.
- Ability to perform repetitive motions such as typing, using a mouse, or writing for sustained periods.

Compensation

- \$16.00-\$18.00 per hour commensurate with experience and demonstrated skills.
- Retirement match.
- Paid holidays, paid vacation, and personal time off.
- Group health insurance benefits with company contribution.

How to Apply

Send H2Ozarks a cover letter and resume.

- By email to: Careers@H2Ozarks.org
- By mail to: H2Ozarks, P.O. Box 636, Kimberling City, MO 65686
- Drop off: 11 Oak Dr., Kimberling City, MO 65686

Deadline to apply: *Open until filled*

H2Ozarks is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.