



NOW HIRING FOR AN Executive Administrative Assistant

This position provides administrative assistance and support to the Chief Audit Executive, as well as Internal Audit management. These responsibilities generally include preparing confirmations, processing vendor management requests, preparing invoice approval forms and expense reimbursement requests, tracking continuing professional education and training, drafting and reviewing memorandums, coordinating and assisting with meetings and events, assisting in the preparation and distribution of meeting materials, drafting minutes, and assisting with the department's budget. Under direct supervision, this position may perform assigned Sarbanes-Oxley testing and auditing procedures that are of lesser complexity and require the exercise of limited judgment. This position will independently manage multiple tasks and projects with competing priorities and deadlines.

What qualifications are needed?

- Equivalent to a high school education.
- Three to five years of similar or related experience.
- Ability to work independently.
- Ability to type a minimum of 50 wpm.
- Strong written and verbal communication skills.
- Experience with Microsoft Office products, including Outlook, Word, Excel and PowerPoint.
- Ability to handle multiple tasks.
- Ability to work overtime as needed.
- Ability to operate all types of general office equipment, such as telephone, copy machine, computer and facsimile.

ABOUT US

FHLBank Topeka's products and services help our member financial institutions support affordable housing and community development efforts across the Midwest. We have been headquartered in Topeka, Kansas, since 1932.

FHLBank is an equal opportunity employer. We accept all people, celebrate diversity and promote an inclusive workplace.

Benefits: FHLBank offers a hybrid operating model* and an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, student loan repayment assistance, onsite fitness center with shower facilities and much more.

**Eligible positions may have the opportunity to work remotely up to two days per week.*



Find more details & apply online: fhlbtopeka.com/careers