



June 15, 2021

POSITION ANNOUNCEMENT

Title: Administrative Support Specialist

Job Location: 424 S. 2nd. Ave.
Okanogan, WA 98840

Description: Okanogan County Community Action Council is seeking a motivated individual to fill our Administrative Support Specialist position. The Administrative Support Specialist will work closely with other members of the administrative team.

The Administrative Support Specialist will perform clerical tasks as needed to assure the efficient operation of all administrative services. This position will work with the Finance Administrator in coordinating the accounts payable functions for the Agency and with the Administration and Finance Director to coordinate administrative activities of the Agency. This position is responsible for assuring the accuracy and reliability of financial information relating to accounts payable and will adhere to all accounting standards and requirements.

This position requires the employee to have two years of basic accounting experience or accounts payable experience. Education in accounting and/or related field or years of experience may be substituted.

OCCAC is a local non-profit agency comprised of a volunteer board and paid staff members who help clients throughout Okanogan County with various social service needs. Okanogan County Community Action Council's mission is to lead a revolt on poverty through education, empowerment, and engagement.

Wages and Benefits: This position's is paid \$15.00 to \$20.02 per hour as a non-exempt employee. Wage is based on skills and experience. Employees are eligible for the agency benefits package which includes health, dental, life insurance, a simple IRA plan, 11 paid holidays per year, and vacation/sick leave.

How to Apply: Visit our website at www.occac.com to view the job opening. Click the "About Us" tab at the top of the page. Then select the "Employment" link. **Interested applicants must submit an application, cover letter, & resume to:** Okanogan County Community Action Council, Attn: Connie, P.O. Box 1067, Okanogan, WA 98840, connien@occac.com

Application Deadline: This position is open until filled.

Okanogan County Community Action Council is an equal opportunity employer.

JOB DESCRIPTION

ADMINISTRATIVE SUPPORT SPECIALIST

NON-EXEMPT

The Administrative Support Specialist will be a member of the Administrative Team. This position will perform routine tasks of a clerical nature as needed to assure the efficient operation of all administrative services.

The Administrative Support Specialist will perform clerical duties as assigned. The Administrative Support Specialist will work with the Finance Administrator in coordinating the accounts payable functions for the Agency and with the Administration and Finance Director to coordinate administrative activities of the Agency. This position is responsible for assuring the accuracy and reliability of financial information relating to accounts payable and will adhere to all accounting standards and requirements.

This position is supervised by and accountable to the Administration & Finance Director.

DUTIES AND RESPONSIBILITIES

- Organize, update and maintain administrative files.
- Organize, update and maintain contract files and contract books containing all pertinent contract information.
- Assist in general administrative activities as assigned.
- Assist in maintaining and updating a central resource data-base.
- Assist in typing, coping and mailing agency's press releases, contract applications, closeouts, annual reports, monthly expenditure reports and other agency correspondence. Maintain originals and/or copies in binders and contract files.
- Process paperwork needed for specific administrative services.
- Assist in preparation of data for reports.
- Perform general filing, photocopy and data input as needed.
- Process an accrual method completion of weekly, monthly and annual accounts payable to include: preparation of requisitions, purchase orders and accruals, check disbursements, maintain purchase order logs, ordering of checks, purchase orders, etc.
- Coordinate and verify check signers, check mail-outs, and cyclic reports relating to accounts payable.
- Prepare, verify and enter data into computerized Fund Accounting accounts payable module.
- Work with vendors and Agency Departments to coordinate accuracy of Agency disbursements.
- Maintain vendor listings and provide support for the preparation of annual IRS 1099 reports for all eligible agency vendors.
- Maintain vendor W-9 reports.
- Participate in regular Administrative Team meetings.
- Other duties as assigned.

QUALIFICATIONS

- Ability to work on a Team
- Ability to develop and coordinate activities
- Strong organizational and detail-oriented skills

- Strong writing and grammar skills
- Ability to produce accurate reports in a timely manner under deadline
- Strong communication and interpersonal skills
- Microsoft Word Windows, Excel spreadsheets, and computer file management skills
- Basic bookkeeping skills, Accounts Payable experience preferred.
- Two years' experience in the clerical or accounting field.
- Experience in working with management
- Willingness & ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record

PHYSICAL DEMANDS ON THE JOB

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, standard keyboards and office equipment or controls and reach with hands and arms. The employee will occasionally need to lift and/or move objects up to 20 pounds and seldom lift and/or move objects up to 20 pounds above their head. Noises in the work environment are usually moderate.