



December 14, 2021

POSITION ANNOUNCEMENT

Title: Administrative Support Specialist – Accounts Payable Coordinator

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 – Accounts Payable Coordinator position. The Administrative Support Specialist – A/P Coordinator position will work closely with other members of the administrative team.

The Administrative Support Specialist – A/P Coordinator 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 a full-time 32 hours/week position paid \$17.00 to \$24.00 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 a 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.