



<b>JOB TITLE:</b>	OFFICE ASSISTANT
<b>REPORTS TO:</b>	FINANCE DIRECTOR
<b>JOB LOCATION:</b>	SWC OFFICE, 140 S ARTHUR ST, STE 300A, SPOKANE, WA 99202
<b>POSITION TYPE:</b>	REGULAR FULL-TIME NON-EXEMPT
<b>RECRUITMENT TYPE:</b>	EXTERNAL – OPEN TO THE PUBLIC
<b>SALARY RANGE:</b>	BAND A (STARTING WAGE \$35,000-\$40,000)
<b>OPENING DATE:</b>	AUGUST 21, 2019
<b>CLOSING DATE:</b>	SEPTEMBER 12, 2019

**APPLICATION INSTRUCTIONS:**

Please submit a letter of interest, a current résumé, a completed application, and an answer to the supplemental question (listed below) to [admin@spokaneworkforce.org](mailto:admin@spokaneworkforce.org) or 140 S Arthur St, Suite 300A, Spokane, WA 99202 by September 12, 2019. All documents can be found on the SWC website at [www.spokaneworkforce.org](http://www.spokaneworkforce.org). Any questions regarding this announcement should be directed to the email address provided above. Incomplete applications will not be considered.

**POSITION SUMMARY:**

The Office Assistant ensures the smooth operation of the office by assisting with a variety of administrative and fiscal functions as a member of a small, high-performing team. Responsibilities include assisting with event and meeting management; ensuring the office has the necessary supplies to carry out the work; assisting with various fiscal functions including routing invoices and processing accounts payable; and communicating with customers, community and business partners, vendors, board members, and more.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited two-year college with a degree in accounting, business, office administration, communication, or related field; and at least one year related professional experience relating to this position. Additional experience may substitute for the education requirements on a year for year basis. Experience with Abila fund accounting software a plus.

**SUPPLEMENTAL QUESTION:**

Our organization has many initiatives and projects going on at any given time. How would you prioritize projects you've been tasked with that have competing deadlines? What skills and abilities do you bring that could help ensure high-quality work product in a busy environment? *Please limit your response to one page.*

The Spokane Workforce Council is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.