



SPOKANE WORKFORCE COUNCIL

Job Title:	Office Assistant	Reports to	Finance Director
Location:	SWC Office 140 S. Arthur Street, Suite 300A Spokane, WA 99202	Travel Required:	Local: Occasional Out-of-Area: None
Level/Salary Range:	Band B	Position Type:	Regular Full-Time (40 hours/week) Non-Exempt

Job Description

Nature of the Work

Under general supervision, the Office Coordinator is responsible for ensuring the smooth operation of the office and administrative functions, as well as providing administrative support to the Chief Executive Officer, Chief Operating Officer and fiscal administrative assistance to the Finance Director. Responsibilities are varied as well as are both technical and paraprofessional in nature. Requires an extremely efficient individual who can multi-task, work well under pressure, prioritize, and work in a fast-paced professional environment. Work may be completed remotely via technology a portion of the work week as agreed to by employer depending on the needs of the organization.

Essential Job Functions

- **Welcoming first contact:** Present a professional, welcoming first contact to customers, community and business partners, funders, vendors, board members, staff, media, etc. by phone, in person, and email. Maintain common space for appearance and functionality.
- **CEO and COO administrative support:** Assist with meeting scheduling and taking and compiling meeting minutes; coordinating communications between CEO and board and community members; preparing correspondences for CEO's signature; making travel arrangements; maintaining and updating administrative files; and maintaining confidentiality.
- **Fiscal administrative support:** Responsible for accounts payable including reviewing for completeness and accuracy, entering into accounting tracking systems, processing payments, and organizing files and documentation; bank deposits and cash entries; processing and reconciling travel requests; generating reports for the Finance Manager; reconciling accounts payable, obligation register and other accounts, as assigned; and maintaining the finance and administrative records through filing, retrieval, retention, storing, coding, and purging.
- **General office support:** Assist program and operations staff with meeting and project support including document creation and distribution, scheduling, travel arrangements, printing, copying, ordering, purchasing supplies and materials for events, room rentals, food, maintaining office meeting space schedules, meeting set up and clean up, and compiling and maintaining meeting notes and/or minutes.
- **Communications support:** Maintain mailing list(s), creating basic communications documents, perform basic updates to the organization's website, ensure all on-line and printed information is up-to-date and accurate, and coordinate various public mailings and electronic communication including by collecting information for monthly newsletter.
- **Office systems:** Develop and implement efficient office systems including ordering and purchasing, keeping office equipment maintained, incoming and outgoing mail, shipping and receiving, and managing supplies and storage space.
- Other related duties as assigned.



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Requirements

- Ability to think critically
- Professional demeanor
- Attention to detail
- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationships
- Highly developed work ethic and integrity; reliable attendance required
- Ability to work in a fast-paced, time-sensitive environment with attention to detail and accuracy
- Ability to organize and prioritize work independently with minimal of supervision
- Proficient in Microsoft Excel, Access, and Word
- Ability to maintain strict confidentiality
- Ability to maintain composure during challenging situations and when dealing with sensitive issues and confidential information
- Valid WA state driver license or ability to travel between meetings/transport meeting supplies

Preferred Qualifications.

- Previous experience in office administration.
- Basic knowledge of accounting principles, practices, and procedures and their application to accounting transactions is helpful.

Physical Requirements

- Ability to see, with or without corrective lenses, well enough to read standard text displayed on a computer screen and computer printouts.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.
- Frequently sits for extended periods while performing desktop activities.
- Repetitive use of hands and wrists on computers and telephone.
- Able to lift and carry up to 20 pounds.
- The SWC is a disability-friendly employer and will provide workplace accommodations as necessary for the above-mentioned.

Minimum Education and Experience

- Associates degree in accounting, business, office administration, communication, or related field; and at least one-year related professional experience. Directly relevant work experience may substitute for education on a year-by-year basis.

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



**SPOKANE
WORKFORCE
COUNCIL**

Office Assistant

New: August 2021

Employee

Date

Supervisor

Date