



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

JOB ANNOUNCEMENT

NAME OF POSITION: Office Assistant I

FLSA: Part Time, Non-Exempt

DESCRIPTION: Under general supervision, provides accounting work and general support for SEAGO finance office and programs; reconciles financial transactions; administers purchasing functions; manages organizational records; and performs various other office duties. Requires proficiency in Microsoft Word, Excel, Outlook, and standard accounting software. Occasional travel within SEAGO's four-county region of Cochise, Graham, Greenlee, and Santa Cruz may be required.

EDUCATION/EXPERIENCE: An Associate's Degree in accounting, business administration, or related field; a minimum of 2 years demonstrated experience in accounting in the business, public or non-profit sector; or any combination of education, training and experience which provides the required knowledge, skills and abilities stated in the job description.

Position is open until filled with first review of applications October 10th.

Salary Range: \$13.50 - \$15,00 per hour **DOE.**

Contact Randy Heiss, Executive Director, at (520) 432-5301 x 202, with any questions.

To apply, e-mail or send a resume and three **professional** references to:

SEAGO
ATTN: Randy Heiss
1403 W. Highway 92
Bisbee, AZ 85603
rheiss@seago.org

SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.

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A full job description for this position begins on the following page.



Job Description

TITLE: Office Assistant I
JOB CODE: 159
FLSA: Part-Time; Non-Exempt
PREPARED: November 2004 **UPDATED:** July 2016

Summary: Under general supervision, provides accounting work and general support for SEAGO finance office; reconciles financial transactions; administers purchasing functions; manages organizational records; and performs various other office duties.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prints reports from accounting system; determines correct general ledger code for accounting transactions; keys accounting information into accounting system to include payroll, accounts payable, accounts receivable, budget, cash receipts and journal entries.
- Performs monthly bank statement reconciliations; researches and reconciles accounting records as needed; prepares various program invoices; maintains accounting files.
- Coordinates certain purchasing activities for the agency including supply and equipment orders and issuing purchase orders as needed.
- Prepares regular usage reports for postage and copier; coordinates with vendors for the repair and replacement of office equipment.
- Sorts and distributes incoming mail; processes outgoing mail.
- Performs other duties as assigned.

Education, Experience, and Certifications:

An Associate's Degree in accounting, business administration, or related field; a minimum of 2 years demonstrated experience in accounting in the business, public or non-profit sector; or any combination of education, training and experience which provides the following **required knowledge, skills and abilities:**

- Knowledge of accounting practices and procedures.
- Proficiency in use of personal computers and computer software, including, word processing, spreadsheets, and e-mail applications, preferably Microsoft Office Word, Excel, and Outlook; standard accounting software, and conventional office equipment.
- Demonstrated experience handling multiple assignments, prioritizing work and meeting deadlines with attention to accuracy and detail;
- Demonstrated ability to learn, analyze and synthesize new information quickly and make decisions.
- Ability to maintain records and prepare reports related to the work.
- Knowledge of administrative methods, office practices and procedures.
- Skill in communicating effectively, both orally and in writing.

Job Description
Office Assistant I

- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Must be highly motivated and productive in a dynamic office environment.
- Ability to maintain confidentiality of personal information collected from clients and employees.

Desirable Knowledge, Skills, Abilities and Experience:

- Skill in analyzing problems, projecting consequences of proposed actions, identifying alternative solutions, assessing outcomes, and making recommendations for improvement.
- Knowledge of SEAGO operations, policies and procedures.
- Spanish language skills are desirable but not required.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities.
- This position may occasionally require travel to various locations within the SEAGO region. The selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment. Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Approvals:

Name: _____ **Title:** _____ **Date:** _____

Name: _____ **Title:** _____ **Date:** _____