

## **Columbia River Estuary Study Taskforce Job Announcement**

### **Financial & Administrative Assistant**

The Columbia River Estuary Study Taskforce is hiring for our Financial & Administrative Assistant position.

The Financial & Administrative Assistant position is based in Astoria and is a part time position working 20-24 hours per week. The Financial & Administrative Assistant reports to CREST's Fiscal Administrator & Operations Manager. Salary range is \$18-22/hour depending on experience.

The Financial & Administrative Assistant is responsible for administrative and office support activities, some executive assistant tasks, accounts payable, payroll, and records archiving.

#### **Major Responsibilities will include:**

- Accounts payable
- Payroll; quarterly reports and year end reports
- Maintain and balance petty cash
- Banking
- Journal entries
- Participate in the annual audit
- Maintain CREST website, assist with website updates and with the CREST newsletter
- Assist with CREST Council meeting coordination
- Manage the CREST library and respond to requests for materials
- Manage the archiving and maintenance of organizational records and files
- Provide executive assistant support for the CREST Director, Habitat Restoration Program Manager and Fiscal Administrator & Operations Manager
- Ensure CREST is meeting federal reporting and compliance requirements for all federally funded contracts
- Provide administrative support to other staff as needed
- Manage and maintain the office telephone system and all CREST vehicles
- Provide essential redundancy to the financial department: Responsible for billing and project and grant file creation when necessary

#### **Education and Experience and Skills Position Requirements:**

- Minimum of three years of experience doing accounts payable, payroll processing, and administrative support
- Excellent interpersonal, communication, customer service, and time management skills
- Must have experience in QuickBooks Pro accounting software and Microsoft Office
- Familiarity with and experience using Excel spreadsheets
- Highly detailed oriented
- Self-motivated with the ability to work accurately and independently
- Able to work well with others in a collaborative, cooperative environment as a team player

**Applications should include a cover letter, resume, and a list of three professional references.**

**Applications are being accepted until the position is filled and may be emailed to [pgerttula@columbiaestuary.org](mailto:pgerttula@columbiaestuary.org).**