

Position Announcement Administrative Assistant II

The Central Arizona Governments (CAG) is seeking an Administrative Assistant II. This position provides professional support services to an office staff of 10 people. With our central office located in the City of Apache Junction, CAG is a regional governmental planning agency serving 17 communities, two counties, four Native American tribes.

Qualified candidates must be proficient using various word processing and computer graphics software programs. The successful candidate will provide clerical/secretarial support performing basic secretarial duties such as typing, filing, photocopying, telephone assistance, mail, supplies and calendars. Other functions of this position will include:

- Processing of payroll through internet based programs (Paychex)
- Bank deposits
- Generating invoices and monitoring expenses
- Accounts payable
- Assisting the Finance department and administration departments
- Scheduling and confirming appointments
- Meeting and travel arrangements
- Meeting preparation for councils and committees
- Assisting in the preparation of monthly operating results
- Special projects requiring research and judgment, reviewing and analyzing reports

This position requires a highly organized and detail-oriented professional that is able to multi-task. H.S. diploma or equivalent required. AA degree preferred within a related field or a minimum of 5 years related experience and/or training; or equivalent combination of education and experience. CAG provides a small office working environment and conducts business on a four day (10 hours per day) work week, Monday through Thursday. Job description available upon request.

Salary range is \$28,489 to \$39,500 DOQ with a competitive benefit package provided.

Send detailed resume and three work related references to: Andrea Robles, Central Arizona Governments (CAG), 1075 S. Idaho Road, Suite 300, Apache Junction, AZ 85119 or e-mail arobles@cagaz.org.

First review of applications will occur on December 7, 2017. Recruitment will remain open until position is filled. CAG is an equal opportunity employer.

Central Arizona Governments
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