

ADMINISTRATIVE ASSISTANT (FINANCE)

BOWLING GREEN, MO

NECAC, a 12 county area not-for-profit social service, community health, and public housing Community Action Agency, seeks a full-time Administrative Assistant for the Finance Operations Department at the agency's Administration Offices in Bowling Green, MO. Regular work hours will be Monday - Friday; 8 a.m. – 5 p.m. The position will work under the direction of the NECAC Director for Financial Operations and involve contact with the public, visitors and clients, answer questions, utilize computer technology, and complete paperwork as appropriate.

Candidates must possess a high school diploma or GED, along with excellent people skills, hands-on computer experience and a working knowledge of Excel and Word software programs. Experience and/or education in accounting preferred. Individual must be able to multi-task, work independently, be extremely organized and possess a strong attention to detail. This position has a starting wage of \$10.00 an hour. NECAC offers an excellent benefit package that includes agency paid health insurance with dental, vision, and life; agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. A valid driver license and a reliable and insured vehicle are required.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to dpage@necac.org, or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V