



# 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 September 13<sup>th</sup>

**Salary Range:** \$13.50 - \$15.00 per hour **DOE.**

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

[CLICK TO APPLY ON-LINE](#)

**SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.**

**###**