



First 5 Madera County is accepting applications for the following position. This is a fair employment practices agency and position vacancies are open to all without regard to race, religion, ancestry, or sex.

Administrative Officer

SUMMARY:

Under the direction of the Executive Director, the Administrative Assistant is responsible for providing administrative and financial management, including general office operations.

QUALIFICATIONS:

Bachelor's degree or higher or equivalent combination of education, training, and experience (Degrees in business management or administration or related field preferred) Three-years of relevant experience (Governmental and/or non-profit experience is preferred).

Excellent organizational skills that reflect ability to perform and prioritize multiple task with exceptional attention to detail, excellent written and verbal communication skills. Knowledge of current accounting principles, practices and procedures. Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organizations policies, and adaptability to competing demands. Excellent Computer skills, including Microsoft Office. Valid California Class C driver's license. Must pass a background check and drug testing. The successful candidate must be cleared by the Department of Justice prior to employment as required by law.

SALARY:

\$57,507 to \$59,770 a year

BENEFITS:

Health, Dental and Vision Insurance

RETIREMENT:

Options available with varying employee contributions

APPLICATION:

1. Letter of Intent
2. Resume

Submit documents via email to:

Anali Manzano, Operations Officer

First 5 Madera County
amanzano@first5madera.net