



## Administrative Program Specialist Job description

Pay \$40,000 - \$50,000 a year

Full-time

### Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

### Responsibilities:

- Perform general office support such as answering phones, filing and answering general inquiries
- Perform clerical and administrative tasks, including drafting letters and other documents
- Coordinate and schedule travel, meetings, and appointments
- Maintain records, order office supplies and schedule maintenance of office equipment
- Schedule, coordinate and attend meetings, taking and distributing notes
- Maintain internal controls and safeguards for receipt of revenue and expenditures
- Process Accounts Payable - including communication with vendors, validation of coding and ensuring supporting documentation meets EOWB policy and contract requirements, posting items to accounting system and processing payment, and all associated reporting
- Ensure timely payments of vendor invoices and expense vouchers and maintain accurate records
- Prepare payroll to ensure that employees are paid in a timely and accurate manner
- Maintain knowledge of current grants and contracts and required reporting
- Maintain knowledge of current policies and procedures
- Assist with program monitoring, report preparation
- Assist with independent audits and state monitoring
- Perform other duties as assigned

Ability to commute/relocate:

- La Grande, OR 97850: Reliably commute or planning to relocate before starting work (Required)

Work Location: Hybrid in La Grande, OR 97850