



## ADMINISTRATIVE ASSOCIATE (HOUSING AUTHORITY) CITY OF EAU CLAIRE

Do you have a good understanding of mathematical functions, basic bookkeeping operations, and are a people person? If yes, the Housing Authority is seeking an Administrative Associate. This position performs clerical and basic bookkeeping duties. Candidates must be organized, have a positive attitude and possess good record keeping and time management skills. An Associate's Degree in an Executive Assistant program, Bookkeeping/Accounting or a related field is required.

The successful candidate must possess strong interpersonal skills, be confident, with the ability to work with the public daily. Candidates must be proficient with the Microsoft Office Suite, Adobe Acrobat Pro, and have the ability to learn other relevant software. Training will be provided in the use of industry related software. This is a full-time position with benefits including health insurance, retirement, disability, life insurance, and paid time off, with a pay range of \$18.10 - \$20.99 per hour.

Application Deadline: Sunday, February 9<sup>th</sup>, 2020. Online application and full job description available at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).

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