



**Administrative Services  
HR/Finance Administrative Associate**

**Recruitment Announcement**

Working Title: HR/Finance Administrative Associate

Salary Range: \$4,501 - \$6,135 per month

Division/Work Group: Administrative Services / HR and Fiscal

Reports To: Finance and Budget Manager

FLSA Status: Exempt

Representation: Confidential position / not represented

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Deadline: To be received by Wednesday, March 2, 2022 at 4:00pm.

**How to Apply and Position Purpose**

Lane Council of Governments (LCOG) currently has an opening for an HR/Finance Administrative Associate. This is a confidential position.

Interested parties should submit (1) an Official LCOG Application, (2) a cover letter, and (3) a resume to the attention of: Joshua Burstein, Human Resources Manager, Lane Council of Governments, 859 Willamette Street, Suite 500, Eugene OR, 97401, by fax to (541) 682-4099, or by email to [jobs@lcof.org](mailto:jobs@lcof.org) to be received by the deadline above.

You may obtain an Official LCOG Application by going to [www.lcog.org/jobs](http://www.lcog.org/jobs).

Position Purpose: This position provides all forms of administrative support to the Finance Manager and Human Resources Department. Duties include researching information; tracking data; preparing documents, reports, forms, files, and other materials; presenting information; answering questions; and other responsibilities include assisting with monthly, quarterly, and annual reports as well as processing of confidential paperwork. Assists Human Resources with various projects involving new employee orientations and onboarding, Benefits, State Background Check process, and others, as needed.

**Note:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.

### **Position Essential Functions**

Primary function is to provide all forms of administrative support to the Human Resources Department and Finance and Budget Department.

Maintains and updates files, records, and logs on computerized and manual record keeping systems. Transfers data between and among hard copy, electronic files, and other systems.

Provides bargaining support to the Human Resources Department.

Assists in coordinating projects as directed. Completes research projects as assigned, new employee orientations and onboarding, Benefits, State Background Check process, and others, as needed.

Prepares, compiles, and distributes forms, correspondence, reports, notices, packets, and other documents.

Completes regularly recurring reports; compiles data from varied sources and makes summary reports as required. May involve routine basic mathematical calculations.

Searches files and records for readily identifiable information as directed.

Serves as a back-up to the front desk.

Other duties as assigned.

### **Other Duties of Position**

Commitment to working effectively and collaboratively with colleagues, members of the public, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Must be able to exercise a high level of confidentiality due to the sensitive nature of the information to which this position is privy on a regular basis.

Regular and on-time attendance.

### **Knowledge, Skills, and Abilities**

Excellent written and oral communication skills. Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to think creatively and respond to a changing environment.

Ability to meet deadlines in a fast-paced environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to communicate effectively with other employees, public, and community partners using courtesy and good judgement.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to work with multiple task and supervisors.

Ability to organize, plan, and coordinate multiple tasks with attention to detail and accuracy; handle multiple interruptions; and maintain focus on tasks and produce accurate work.

### **Minimum Qualifications**

Three years of relevant work experience, or any combination of education and experience that provides the applicant with the knowledge, skill, and abilities required to perform the job duties listed. Bachelor's degree desired but not required.

Knowledge of and experience with Microsoft Excel, Word, and Outlook.

Valid Oregon driver's license.

For this position, we follow all Executive Order and Oregon Health Authority policies on COVID-19 vaccinations; the selected candidate must be fully vaccinated or have an approved exception by start date.

2/19/22