

## Naches-Selah Irrigation District

Position: Office Manager

Naches-Selah Irrigation District is accepting applications for a full-time 35 hours/week Office Manager position. Associates Degree in business-related field and Minimum 5 years of management experience preferred. (Additional experience in a related field may be considered in lieu of degree requirement). Must have A/P, A/R, P/R and G/L experience including financial statements and year-end processing. Must have excellent written & oral communication skills and be very detail oriented with emphasis on accuracy. Position requires the ability to work without immediate supervision and the ability to multi-task. Minimum AA Degree and valid WA driver's license required and be bondable. M-F with great benefits package. Salary DOQ/DOE. Call 509-697-4177 or email [terrib@n-sid.org](mailto:terrib@n-sid.org) for full job description and application.

Applications are required for consideration and will be accepted until September 10, 2021.

Application can be downloaded at <https://n-sid.sharefile.com/d-s63903d7f474549a3849195b10ae0c930>