

Accountant / Office Manager Position – Open Until Filled

Non-profit utility membership association. Full-time, M-F/8:00-5:00, salaried, exempt, confidential position reports to the Executive Director. Excellent benefit package – paid family health/dental, 401k, paid vac/sick & holidays. Office located in Independence, OR.

Required – Fund Based/Tracking & QuickBooks accounting (must be proficient), full financial accounting, payroll/reporting, budgeting, federal contracting & reporting, HR plan/policies, retirement, MS Office suit. Manage office, office personnel, related support. Selected candidate shall be insurable and bondable. Some travel/conference attendance required.

Salary range \$70k to \$95k/year DOE/budget. Open until filled. Oregon Association of Water Utilities is an EOE. Required: drug screen, physical, valid ODL/proof of vehicle insurance, bondable and insurable. Email resume and cover letter with 3 personal and 3 professional references to: jgreen@oawu.net Attention Office Manager Position. (brief ad 02/2025)