



Executive Assistant - Finance

This full-time position reports to the Director of Finance and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

WHAT YOU WOULD DO:

Perform and/or coordinate a variety of complex office duties and provide primary support to the Director of Finance and Finance staff in administrative areas. This role plays a key part in fostering a positive and energized team environment.

- Compose and prepare routine and confidential correspondence, reports and other documents. Responsible for maintaining official documents and records in appropriate files.
- Maintain a calendar for the Director of Finance and the Finance team. Organize meetings, conferences, and travel plans for department staff.
- Act as a communication coordinator for the department.
- Assist with preparation for annual budget, and monthly financial information to the Commissioners.
- Monitor employee incentive program participation and records.
- Prepare, process and track invoices, purchase requisitions, and professional services contracts. Administer CPU VISA card program. Reconcile company issued credit cards.
- Submit employee requisitions to the General Manager. Handle confidential personnel issues related to onboarding and offboarding.
- Provide back-up support to Office Services, Billing and A/P duties and other tasks as assigned.

QUALIFICATIONS:

Associate's degree (A.A.) or equivalent from a two-year college or technical school and a minimum of two to five years of experience. Candidate must be confidential, professional, dynamic, organized, and have excellent attention to detail to successfully manage the challenges of this position. Proficiency is required in MS Word, Excel, and PowerPoint to perform the varied duties of this position. Candidate must be a self-starter with outstanding interpersonal skills including a customer service focus, flexibility, and team orientation.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Clark Public Utilities' salary ranges are market based. With demonstrated full competency in the role and satisfactory performance, employees are generally positioned to reach midpoint of the established range over time, based on continued performance and development.

Executive Assistant-Finance: \$66,943 - \$82,394 - \$97,844

HOW TO APPLY:

Please send your resume with a cover letter via email by March 3, 2026 to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions. We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.