

**ADMINISTRATIVE ASSISTANT  
JEFFERSON COUNTY DEVELOPMENT AUTHORITY**

The Jefferson County Development Authority is seeking an Administrative Assistant to perform administrative, clerical, and day-to-day office activities including, but not limited to, bookkeeping, processing accounts payables and receivables, providing customer service, preparing meeting minutes, preparing reports and other correspondence, filing, and answering telephones.

Applicants shall have a minimum of a high school diploma with three to five years of applicable work experience or an equivalent combination of education, training, and experience. Position requires excellent verbal and written communication skills, good typing skills, and a general knowledge of office equipment. Applicants must also be proficient with Microsoft Office, Microsoft Excel, and Quick Books. Experience with processing accounts payables/receivables, bank reconciliation, and bookkeeping is required. Complete job description is available at: <https://blog.jcda.net/blog/jcda-seeks-administrative-assistant>

Salary range is \$37,750-\$40,000, depending on experience. Position is full-time with county benefits, which include WV Public Employees Retirement System, vacation leave, sick leave, and at least 12 paid holidays per year. Send cover letter and resume to [info@jcda.net](mailto:info@jcda.net) or mail to Jefferson County Development Authority, 1948 Wiltshire Road, Suite #4, Kearneysville, WV 25430. Call 304-728-3255 with any questions. Resumes will be accepted until January 4, 2021.