

Office Administrator/Program Manager
Full Time

Chisago County Housing and Redevelopment Authority (HRA) – Economic Development Authority (EDA) has an opening for a FT Office Administrator/Program Manager. Duties include office support, property management, effective communication with clientele, attend board meetings, maintain financial records and statements, and other accounting duties. Desired qualifications: 2 year degree in financial accounting or bookkeeping, one to three years of experience with office equipment, accounting programs, and bookkeeping. \$18.80 to \$24.68 per hour. Deadline: 1/22/2019. Apply at www.chisagocounty.us or call 651-213-8869 to have an application mailed.