



Area Agency on Aging

# Lewis-Mason-Thurston Area Agency on Aging

3603 Mud Bay Rd. W  
Olympia, WA 98502-2539

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June 2, 2009

Dear Interested Person:

In response to your interest in the Fiscal Manager position with our agency, I am sending you an application packet. The packet consists of an application form and a job description. The salary range for this position is \$4722-\$6279 per month. The benefit package includes paid holiday and alternative leave, participation in the Public Employees Retirement System, and employer contributions for medical, dental, vision, and life insurance.

The Lewis-Mason-Thurston Area Agency on Aging is a local governmental agency which receives federal and state funds to plan, advocate for, develop, coordinate, and support a comprehensive and coordinated service delivery system for the elderly, as well as some younger disabled adults, in the three-county area.

This full-time position is based in our Olympia office and is a key management position with responsibility for agency budget development, supervision of fiscal staff, as well as provision of technical assistance and monitoring of subcontracted providers. While most of the work occurs in the office, travel for meetings, trainings, and provider monitoring is required. The position requires excellent communication skills.

After reviewing the enclosed job description, if you are interested in this position, please return the application, a resume, and a cover letter listing three professional references. Completed application packets must be received by LMTAAA at the above mailing address. Faxed application packets must also be mailed. The position will remain open until filled.

Sincerely,

Dennis Mahar  
Director

Enclosures