JOB DESCRIPTION
Administrative Assistant

The Administrative Assistant is a part-time position that provides administrative support to the District Administrator of the Fire District.

The Administrative Assistant:

- Assists with administrative functions, including accounting, billing, treasury, payroll, pension and insurance;
- Answers phones, routes calls, and provides information to the public;
- Processes public records requests according to the District policy;
- Prepares meeting room for board meetings and assists with the board packet;
- Greets and assists visitors;
- Performs other duties as directed by the District Administrator.

This is a part-time position, Monday through Friday, 12:30 p.m. to 4:30 p.m.

Minimum Qualifications

1. Intermediate level Excel skills, Gmail, and Microsoft Word.
2. Working knowledge of general ledger accounting and payroll practices.
3. Detail oriented with excellent organizational skills.
4. Excellent verbal and written communication skills.
5. Strong math aptitude.
6. Experience with ERP systems (Peachtree/Sage50 a plus/not required).
7. Ability to work with limited supervision.

Essential Physical and Mechanical Functions

1. Moderate physical activity is required, for example, the ability to lift items up to 50 pounds occasionally and up to 20 pounds frequently.
2. This position requires standing, walking, stooping, bending, lifting, and repetitive motion.
3. This position demands frequent use of sensory activities such as talking, seeing, heeling, smelling, feeling Identifying Items by touch), depth perception, and color vision.

4. The incumbent must read, write, speak, and understand the English language at a level adequate to perform the job.
5. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B. or C, HIV, tuberculosis, small pox, etc.

Please send resume to jbales@elkcreekfire.org

(Cover letter and application not necessary)