



SUNSTITES-PEARCE FIRE DISTRICT

SERVING RESIDENTS OF THE SUNSTITES-PEARCE FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY

Mailing Address: PO Box 507, 105 TRACY ROAD PEARCE, AZ 85625

PHONE: (520) 826-3645 FAX: (520) 826-3586

EMPLOYMENT OPPORTUNITY:

(1) Full-time Administrative Assistant / Bookkeeper

The Sunsites-Pearce Fire District is currently accepting applications for the positions of Full-time Administrative Assistant/ Bookkeeper. Applications should be submitted via email to admin@sunsitesfire.org, hand delivered, or mailed to the PO Box listed above. Applications must be received no later than July 15, 2026 at 5:00pm to be considered.

Please visit: <http://www.sunsitesfire.org/category/admin/career/> to find our application.

HIRING TIMEFRAME:

Application period closes: July 15, 2026, at 5:00pm

Application review: July 15th - July 21st

Interviews/Testing: July 22nd – July 24th

Candidate Announcement: As soon as July 22nd, but no later than July 31st, 2026

Minimum Qualifications:

- 1-year minimum experience in Quick books or equivalent programs.
- 1-year minimum experience in accounts receivable, accounts payable and payroll
- Associates degree in accounting or business finance is desired.
- Proficiency in Microsoft Excel, Microsoft Word and other Microsoft Office Programs
- Ability to lift 25 pounds.
- Medical Billing knowledge
- Human resources experience

FULL-TIME SALARY AND BENEFITS:

- Full-time Administrative Assistant/ Bookkeeper, approximately \$39,000 - \$45,760 dependent on experience and qualifications.
- Health Insurance plan- **Employee AND family**, fully District funded.
- AFLAC – Optional employee funded.
- Arizona State Retirement System (ASRS) eligible position.

For any questions, please contact Chief Levi Garner at lgarner@sunsitesfire.org or 520-678-8788