

Sunsites-Pearce Fire District Policy, Procedures and Guidelines	Section #: 303.3 Section Title: Classification/ Job Description Plan		
	Chapter 303: Classification, Pay Plan and Compensation	Effective Date:	Scheduled Review Date:

**ADMINISTRATIVE ASSISTANT / BOOK KEEPER
JOB DESCRIPTION**

Job Overview:

The will, under the direction of the Administrative Manager, assist in providing the Fire Chief and the District Board with administrative, secretarial and support functions for the Fire District. This position requires administrative, secretarial and bookkeeping skills

Distinguishing Features:

The Administrative Assistant is appointed by the Fire Chief and reports directly to the Administrative Manager. The Administrative Assistant is eligible to participate in all benefits available under the Employee Benefit Plan. This class is FSLA non-exempt.

Classification Responsibilities:

This position exists is to provide a variety of general secretarial, administrative, and support functions for the Fire District. Work in this position requires considerable independence, professional decision-making skills and to maintain confidentiality of information processed and prepared. This position also includes a variety of administrative and support functions assisting these divisions with general or minimal supervision. Work in this assignment requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned.

Responsibilities include:

- Keeps records of financial transactions; verifies, allocates, and posts details of business transactions to accounts.
- Reconciles and balances all fire district accounts.
- Compiles reports to show expenditures, accounts payable, receivable, and profit and loss.
- Conducts year end closing of accounts; verifies accuracy of records.
- Helps develop the annual budget.
- Computes and mails out monthly billing statements for applicable district services; coordinates correspondence with any district contracted billing service or collections service.
- Maintains and updates inventory records.
- Completes and submits federal, state, FICA, Medicare, and insurance payroll withholding and sends to appropriate agencies.
- Prepares Fire District financial reports and attends board meetings to present them.
- Participates in continuous training to maintain competence levels and skills.
- Provides memos, reports, record keeping, and spread sheets or graphs as needed.
- Respectfully works with others, being sensitive to the needs of others particularly having regard to equality and diversity issues.
- Knowledge of HIPPA laws and regulations.

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- Maintains employee files.
- Performs human resource activities as needed, including but not limited to maintaining NCJA certification requirements, fingerprinting processes, and background checks.
- Acts as emergency dispatcher as needed.
- Performs other duties assigned by the Administrative Manager.

Minimum Qualification:

- 1-year minimum experience in Quick books or equivalent programs.
- 1-year minimum experience in account 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

Other Desired Qualifications:

- Experience in emergency dispatching and dispatching procedures
- CPR Certification
- Experience in Risk management
- Ability to speak in front of large groups of people
- Knowledge in Microsoft Power Point or equivalent type of program

Ability to:

- Work under pressure to meet tight time schedules and deadlines.
- Operate a variety of office equipment, including computer, telephone, copier, and facsimile machine.
- Use software applications for word processing, spreadsheet preparation, database systems, etc.
- Work effectively in an environment subject to changing priorities and frequent interruptions.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.