

EMPLOYMENT OPPORTUNITY

FIRE DISTRICT OFFICE ASSISTANT (PART-TIME)

Snohomish County Fire Protection District #17

Location: Granite Falls

Responsible for providing administrative and accounting assistance to the Fire Chief and other District personnel in order to complete the day-to-day activities of the mission of the District.

REQUIREMENTS:

- High School Diploma or Equivalent
- Speak, read and write the English Language.
- Ability to communicate effectively, both verbally and in writing.
- General knowledge of office practices/procedures and office equipment
- Valid Washington State Driver's License
- Ability to manage multiple tasks with minimal supervision. Ability to prioritize tasks, mesh assignments and cope with interruptions, last minute changes and rigid deadlines.
- Ability to build and maintain effective working relationships with internal and external customers.
- Ability to project an image of professionalism through appearance, cooperation, compatibility, punctuality and enthusiasm.
- Extensive knowledge of Microsoft Office Suite, version 2010 or higher (Word, Excel, Outlook, PowerPoint)
- Basic accounting knowledge

PREFERRED REQUIREMENTS:

- Associates Degree or higher education with emphasis on Accounting
- Minimum of 2 years' experience in an administrative office role
- Pre-K to Grade 12 teaching experience or the ability to effectively communicate with students to deliver presentations and lesson relating to fire prevention and safety education programs. (This position may transition to include the role of Fire District Public Educator in the future)

RESPONSIBILITIES:

- Receive and process incoming telephone calls. Receive and process incoming customers. Answer routine inquiries from customers. Greet and direct customers to appropriate areas and provide information on services.
- Facilitate high quality communications, both verbal & written between internal & external customers
- Assist in department accounting functions including accounts payable, payroll and tax collection.
- Assists in the preparation and reconciliation of accounts payable, process and track payment vouchers and reconcile warrants with vouchers as directed.
- Assist in the review and reconciliation of all monthly and annual financial reports.
- Assist in departmental level auditing of all District finances and accounts as directed.
- Maintain records, minutes, resolutions and financial ledgers in accordance with district practice and applicable law.
- Manage and maintain confidentiality of sensitive material.
- Maintain comprehensive filing system (hard copies or electronic files depending on needs)
- Provide other administrative support as needed and as prescribed by the Fire Chief.

HOURS OF WORK:

This position shall be scheduled to work days and hours based on the needs of the Fire District. It is anticipated that the position will consist of approximately 12-20 hours per week. Hours per day and days per week are flexible based on the approval of the Fire Chief but will preferably consist of Monday through Thursday. Additional hours may be added in the future based on the skills and ability of the individual occupying the position.

PAY RANGE:

Hourly pay is \$16.00 – \$20.00 per hour and will be based on your level of experience and education.