



Rio Verde Fire District

JOB TITLE: Office Assistant

REPORTS TO: Administrative Manager

STATUS: Hourly, Non-Exempt, Part-Time

Overview of the Position:

The Administrative Clerk is responsible for providing accounting, clerical and other office administrative support to the Administrative Manager, Fire Chief and District employees as assigned. In addition to executing the accounts payable functions, performs duties such as assembling packets for Board meetings, transcribing meeting minutes, scheduling meetings and travel, and working on special projects. Deals with a diverse group of visitors and employees. Independent judgment is required to plan, prioritize and organize diversified workload.

Essential Duties and Responsibilities:

- Analyze incoming invoices, charge appropriate expense accounts and generate payment.
- Provide backup for payroll processing.
- Transcribe monthly Board Meeting minutes.
- Assist with preparing PowerPoint presentations.
- Answers phone and assists employees and the community with questions.
- Assist with fulfilling records retention requirements.
- Assist in preparing for Board Meetings and required follow up.
- Receives and verifies employee expense reports.
- Filing and typing as needed.
- Maintain confidentiality.
- Performs other related duties as assigned by Administrative Manager or Fire Chief or their designee.

Technology:

- Proficiency in Microsoft Office, QuickBooks and ADP or other payroll programs.

Knowledge Skills and Abilities:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty as listed in the job description including but not limited to the following:

- Demonstrates strong problem-solving skills, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

- Experience with Intuit QuickBooks Pro a plus but not required.
- Ability to perform mathematical computations such as percentages, addition, subtraction, multiplication and division quickly and accurately.
- Detail oriented, professional, and reliable.
- Clear written and verbal communication skills.
- Ability to maintain confidential information.
- Works well in a team environment.
- Type 35 WPM.

Education and Experience:

- High School/GED graduate: Associates degree preferred.
- Administrative Skills: 2-3 years
- Accounts Payable: Preferred but not required
- Experience working with ADP or other payroll systems: Preferred but not required

Mental and Physical Abilities:

- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to read and comprehend instructions, routine correspondence and memos.
- Ability to understand and carry out oral and written instructions.
- While performing the essential functions of this job the employee is frequently required to stand, walk, sit and lift and/or move up to 20 pounds.

This is a general description of job duties and is not all inclusive; it is subject to change per District (RVFD) requirements.

EMPLOYEE SIGNATURE (PRINTED): _____

(WRITTEN): _____

DATED: _____

DATE APPROVED BY FIRE CHIEF: _____

DATE APPROVED BY ADMINISTRATIVE MANAGER: _____

DATE FILED AND INITIALED: _____