

Ester Volunteer Fire Department
3570 Old Nenana Hwy
PO Box 229
Ester, AK 99725-0229



Phone 907-479-6858
Fax 907-479-9883
www.esterfire.org
EIN: 92-0111226

Position Description

Job Title: Administrative Assistant
Status: Full- time
Classification: Non-Exempt
Salary: DOE, 30-40 hrs/week
Reports to: Fire Chief
Positions supervised: none

POSITION DEFINED: This is a non-uniformed office

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This is a non-uniformed office assignment within the fire department under the direction of the Fire Chief. The individual occupying this position provides a variety of moderately complex administrative duties, record keeping and general clerical duties.

RESPONSIBILITIES

- Serve as a point person for:
 - Community interface
 - Mailing
 - Supplies
 - Equipment
 - Bills
 - Errands
 - Maintenance
 - Shopping

- Accounts Receivable: Processes accounts and incoming payments in compliance with financial policies and procedures. Performs day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data. Prepares bills, invoices, and bank deposits. Reconciles the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Facilitates payment of invoices due by sending bill reminders and contacting clients. Generates financial statements and reports detailing accounts receivable status.

- **Accounts Payable:** Reconciles processed work by verifying entries and comparing system reports to balances. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries. Pays vendors by monitoring discount opportunities; verifying federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments. Maintains accounting ledgers by verifying and posting account transactions. Verifies vendor accounts by reconciling monthly statements and related transactions. Disburses petty cash by recording entry; verifying documentation.
- **Payroll Accounting:** Maintains payroll information by collecting, calculating, and entering data. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments. Resolves payroll discrepancies by collecting and analyzing information. Provides payroll information by answering questions and requests. Maintains payroll operations by following policies and procedures; reporting needed changes. Maintains employee confidence and protects payroll operations by keeping information confidential. Prepares & makes payroll payments according to the Federal Internal Revenue Service rules and regulations and State of Alaska Department of Labor rules and regulations in a timely manner.
- **Budgeting:** Collaborates with the Fire Chief to prepare the annual budget. In charge of budget tracking and monthly reporting to the Fire Chief and Staff members.
- **Reporting:** Prepares monthly water usage reports & fire apparatus to EMS call reports. Prepares monthly financial reports for dissemination to the Fire Chief, Board of Directors, and Commission. Assists with administrative policy guideline development and implementation.
- **File Maintenance:** Responsible for the development of organization procedures for personnel, administrative, financial and correspondence files for the department. Updates and reorganizes files as necessary.
- **Personnel:** Assists with the onboarding process for new hires & volunteers. Responsible for ensuring that all employment paperwork is properly filled out and filed with corresponding agencies. Maintains leave banks and retirement contributions for paid staff. Enrolls new employees in health insurance programs. Makes travel arrangement for staff members. Responsible for personnel wellness program to include annual immunization, respiratory questionnaire scheduling & annual physicals. Serves as the contact for employee & claims adjustor for worker's compensation claims.
- **Correspondence:** Responsible for department rosters, e-mail correspondence, notification to members of all Board, and Commission meetings and department functions.

- Customer Service: Receives and screens phone calls and redirects them when appropriate. Handles and prioritizes all outgoing or incoming correspondence (e-mail, letters, packages, etc.) Provides receptionist services in answering telephones, fielding questions, directing calls and/or taking accurate messages. Uses a radio for communications with fire department apparatus and personnel when appropriate. Organizes and schedules meetings and appointments. Issues burn permits as needed.
- Oversees the maintenance of the business website and social media presence. Updates content on a regular basis to meet the needs of the business & general public.
- Orders supplies and equipment as needed.
- Manages contract and price negotiations with office vendors and service providers. Liaises with facility management vendors, including cleaning, catering, and maintenance.
- Notifies department members in advance of all meetings. Attends meetings as directed by the Fire Chief.
- Coordinates with the IT vendor on all office equipment.
- Plans in-house or off-site activities, including parties, celebrations, and conferences.
- Assists Board of Directors and Commission Chairpersons as needed.
- Performs other duties as assigned by the Fire Chief.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. College degree or business school preferred.
- Documented progressive experience in secretarial and clerical work required
- Demonstrated experience as a full charge bookkeeper. Accounts receivable, and accounts payable. To include monthly reports, payroll, state and federal payroll reports, Federal 990
- Proficient in the use of QuickBooks
- Proficient in the use of Microsoft Office Suite, to include Excel, PowerPoint, Word, and Outlook
- Ability to communicate effectively both in writing and verbally
- Ability to track budgets expenses and to research accounting problems
- Ability to exhibit a high degree of professionalism and effectiveness in public relations.
- Ability to establish and maintain effective working relationships with other employees, and to deal effectively and harmoniously with outside entities and the general public
- Ability to obtain and maintain Notary Public certification
- Ability to operate a keyboard (manual dexterity), ability to read from a monitor and/or paper for most of the day (visual acuity), and ability to communicate both in person and on the phone on a regular basis (hearing in the normal range)
- Ability to lift and or move up to 20 pounds
- Ability to talk, hear, sit, stand, walk; use hands and fingers to handle or operate objects, tools, or controls; and reach with hands and arms
- Ability to climb or balance, stoop, kneel, and crouch
- Ability to maintain confidentiality of employee and organizational information
- Ability to obtain and maintain an Alaska Driver's License

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.