

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

The Ester Volunteer Fire Department is seeking a full-time Administrative Assistant to support the operations of our Fire Department. This is a non-uniformed office assignment under the direction of the Fire Chief. The individual occupying this position performs a variety of moderately complex administrative duties, record keeping and general clerical duties.

### **RESPONSIBILITIES**

- Serve as point person for community interface, billing, mailing, supplies, equipment, errands, maintenance
- Responsible for Accounts Receivable and Accounts Payable and Payroll Accounting
- Prepare monthly financial reports for the Fire Chief, Board of Directors, and Commission
- Maintain Files
- Assist with the onboarding process for new hires & volunteers. Maintains leave banks and retirement contributions for paid staff. Makes travel arrangement for staff members.
- Responsible for department rosters, e-mail correspondence and notification to members of all Board and Commission meetings and department functions.
- Receives and screens phone calls. Redirects them when appropriate. Handles and prioritizes all outgoing or incoming correspondence. Organizes and schedules meetings and appointments. Issues burn permits as needed.
- Oversees maintenance of the business website and social media presence.
- Manages contract and price negotiations with office vendors and service providers.
- 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 and 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 required
- Proficient in the use of QuickBooks, Microsoft Office Excel, PowerPoint, Word, and Outlook

### **PREFERRED SKILLS**

- Ability to communicate effectively both in writing and verbally
- Ability to track budgets expenses and to research accounting problems

- 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 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.

### **SALARY**

\$37,500-41,600 DOE, plus benefits

For a complete Job Description, please visit our website: [esterfire.org](http://esterfire.org)