



Administrative Assistant-Accounting Bookkeeper

Job title	<i>Administrative Assistant-Accounting Bookkeeper</i>
Reports to	<i>Fire Chief</i>

Job purpose

The Accounting Bookkeeper is responsible for providing accounting and clerical support to the Fire Chief. Maintain accounting document files, including daily work and accounts payable.

Duties and responsibilities

Administrative Assistant

- Maintains files, accounts payable documentation, personnel, and other miscellaneous filings.
- Assists Fire Chief and support staff with problems.
- Prepares a variety of documents, reports, and records.
- Assists with answering phones, responds to questions, takes messages, and transfers calls, when necessary.
- Provides information to the general public who come into the office.
- Takes in money received for fees charged.
- Prepares letters, reports, forms, etc., as necessary.
- Schedule daily new construction inspections and processing permits as necessary
- Performs other related duties as required.

Accounting Clerk

- Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
- Maintains regular contact with other departments to obtain and convey information or to correct transactions.
- Assists the Fire Chief, as needed.
- Keeps Fire Chief informed of area activities and of any significant problems.
- Attends and participates in meetings, as required.
- Completes special projects and miscellaneous assignments, as required.
- Any other duties that may be assigned.
- Complies with performance measurements, including, but not limited to: Accounting documents, records and reports are maintained, and prepared accurately and in a timely manner.
- Assures that Department files are properly maintained.
- Account reconciliations assigned are correct and completed in a timely manner.
- Assures that good communication and coordination exists with Fire District personnel. Assistance and support are provided, as needed.
- Accounting functions are completed in accordance with established standards, policies, and procedures.

Qualifications

- Must be able to perform all essential duties satisfactorily.



Administrative Assistant-Accounting Bookkeeper

- High school graduate or equivalent is required with an associate's degree in accounting preferred.
- Satisfactory Police/Criminal History.
- Knowledge of related computer applications.
- Familiarity with basic bookkeeping procedures.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- A minimum of five (5) years previous related experience required.
- Typing or keyboarding experience required.
- Ability to use adding machine and telephone.
- Attentive to detail and accuracy; Well organized.
- Considerable knowledge of modern office practices and procedures, plus good knowledge of office regulations and procedures.
- Knowledge of office equipment and computer terminals desirable.
- Ability to read and comprehend simple instructions, short correspondence, memos and to use appropriate English.
- Ability to write simple correspondence.
- Ability to effectively present information to coworkers and the general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Cooperative and willing to assist others.
- Ability to work independently in a team environment.
- Good typing skills.
- Strong clerical skills.
- Ability to get along with management, coworkers, and the public.
- Have a clear speaking voice; successfully pass an oral interview with the Fire Chief and/or Board of Directors.
- Approval of the Fire District Board of Directors.

Working conditions

Essential functions are regularly performed without exposure to adverse environmental conditions but it will necessary to occasionally retrieve archived information from unheated storage at a remote location.

Physical requirements

- Tasks require the ability to exert light physical effort in sedentary to light work, but duties will also involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (10-40 pounds). Tasks will involve extended periods of time at a keyboard or workstation.
- Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Approved by:	
Date approved:	
Reviewed:	