

Worley Fire Protection District

31541 S. Highway 95 Worley Idaho 83876

Administrative Assistant

\$41,600 - \$47,840 DOE

Excellent Benefit Packages



Highlights of Essential Responsibilities

Provide secretarial and administrative support to Fire Chief and Board of Fire Commissioners

Responsible for all bookkeeping duties including complex payroll processing, accounts payable and receivable, assist in preparing and monitoring budget transactions and records, prepare and submit audit

Coordinate human resource services for all new and current District staff

Provide customer service as front office staff

Preferred Qualifications

- ◆ Must have degree in related field; equivalencies accepted
- ◆ Thorough knowledge of accounting, Microsoft office products, budgeting, banking and treasury management in a government setting. Must be able to maintain accurate accounts receivable, payroll records, benefits, deductions and accounts payable.
- ◆ Experience in using QuickBooks software for payroll administration, accounts payable and tax reporting
- ◆ Ability to manage multiple tasks in an office environment, prioritize assignments and meet established deadlines, understand oral and written instructions, make decisions in accordance with District policies and procedures.
- ◆ Ability to type 50 wpm
- ◆ Knowledge of local, state and federal laws preferred.
- ◆ Communicate effectively both oral and written

Current Benefits Package

Medical/Dental/Vision/Life

PERSI participation

Vacation, Sick, Holiday Pay

Selection Process

Complete application packet available on website at worleyfire.com

Cover letter, resume and completed application can be submitted by mail to:

Chairman Ed Joy
20623 S Highway 95
Coeur d Alene, Idaho 83814

or

Email to: admin@worleyfire.com

Examination Procedure

Qualified applicants will be examined via testing by Idaho Department of Labor.

Applicants will be selected for interviews based on strength of qualifications listed on application & resume

Successful candidate(s) must pass criminal background check.

Based upon qualifications, interview and successful completion of pre-employment screening, top candidate will be offered position

**Deadline to submit application packet is
Wednesday December 22nd at 5 p.m.**