



Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA 98623

(509) 493-2996

April 17 2019

EMPLOYMENT OPPORTUNITY

Position: **Administrative Assistant -Part Time 24 hours per week.**

Term: **Temporary- estimated 36 months with potential for extension depending on funding.**

Starting Pay: **\$20.00 – \$22.50 per hour based on qualifications**

FLSA: **Non-Exempt**

Closing Date: **05/10/2019 Time: 5 p.m.**

General Summary:

As part of the Administrative team, for a small, but progressive fire protection district, this position will perform a wide variety of financial, human resource, and general administrative functions in an environment that is often dynamic and fast-paced. This position will assist with human resource and finance operations for the fire district, including, but not limited to, payroll, accounting, budget, and personnel related needs. This position reports to the District Secretary or his/her designee. The Assistant will perform administrative duties, essential to meeting the goals and objectives of the fire district. The position may engage in special projects and other duties as assigned.

This is not an emergency responder position.

Minimum Qualifications:

- 18 years of age or older
- Valid Washington driver's license
- Read, write, and speak the English language fluently
- Two (2) years of administrative, human resources and/or financial experience

Knowledge, skills, and abilities:

- Proficiency in Microsoft Office software (Excel, Word, Access, PowerPoint,)
- Knowledge of;
 - BARS cash-basis accounting (budgeting and reporting)
 - best practices for Accounts Payable and Receivable
 - best practices for internal financial and asset controls
 - laws governing public agencies and fire protection districts
 - data input, and reporting
- Ability to;
 - communicate both verbally and in written form, with varied age groups and audiences
 - Ability to prioritize and execute varied tasks and duties

Benefits Associated with this Position Include:

- State Retirement Plan (PERS)
- Social Security/ Medicare
- Deferred Compensation Plan
- Sick Leave
- Holidays and Vacation Leave

Proposed Timeline:

May 10, 2019 5pm	Position closes
May 13 –May 15	Application Screening
May 20 – May 21	Host Interviews
June 3, 2019	Target Hire Date

Instructions:

View full employment packet on the Klickitat County Fire District 3 website www.kcfd3.com.

Submit:

- Completed application form
- Resume
- Supporting documentation

Attn: District Secretary

USPS:

**PO Box 151
Husum WA 98623**

FedEx/UPS:

**200 Husum Street
Husum WA 98623**

Applications received after the deadline of 5pm on May 10th 2019 will not be accepted.