

# Klickitat County Fire District 3

## Job Description

Position Title: <b>Administrative Assistant</b> Reports To: <b>District Secretary</b>	FLSA Status: <b>Non-Exempt</b> Revised: <b>April, 2019</b>
--	---

### General Summary:

The Administrative Assistant works at the direction of the District Secretary and is responsible for assisting with purchasing, projects and contract administration support, accounting, fixed asset documentation, records retention, other finance issues, and other office duties. The position provides administrative support to the Finance Division, elected boards and commissions, administrative staff, and Agency personnel. The position reports to and is evaluated by the District Secretary, and is responsible for the completion of all assigned tasks in a confidential and effective manner. This position works with minimal supervision, prioritizes and plans own work schedule, meets critical deadlines, and is expected to complete daily work without instructions and/or guidelines.

**This is not an emergency responder position.**

### Essential Job Functions:

1. The Finance Assistant shall recognize aspects of the job are confidential in nature. Dealings with confidential material and/or inquires shall be kept in confidence by the employee.
2. Applies general knowledge of financial, clerical, and administrative tasks to perform independently, regular and recurring activities requiring considerable knowledge of the functions, procedures and purpose of the area to which assigned.
3. Performs a wide variety of regular and recurring accounting procedures including calculating, posting, verifying, preparing and mailing warrants for payments of bills.
4. May receive, account for, and safeguard cash, check or other valuables.
5. Maintains varied accounting office filing systems and records to ensure proper follow-through.
6. Performs complex assignments in specialized functions under direction and supervision. Develops and organizes workflow within the assigned project and provides written document on procedures and processes as needed.
7. Initiates completion of and adheres to annual reporting requirements. Initiates completion of regularly recurring Agency reports or processes as directed or required. Maintains follow up system on reports and documents requiring action on a periodic basis.
8. As directed, compiles and reviews data from varied sources and make summary reports as required. May involve statistical calculations and tabulations in accordance with established formulas, equations, and technical data.
9. Responds to inquiries from internal/external customers when information requested is specifically provided and known, such as from published records, specific directories and procedures, and calendar of events.
10. Searches files and records to compile information as directed.

11. Assists, prepares, tracks, coordinates, and responds to ongoing financial tasks under the direction of the District Secretary or designee.
12. Prepares, attends, participates and/or take minutes at assigned meetings.
13. Obtains information from Fire Administration and other employees as necessary and authors and approves to ensure tasks are completed.
14. Proofreads own materials to assure proper layout, arrangement, grammatical composition and inclusion of all pertinent information from the source. May assist in proofreading and the work of others.
15. Operates a variety of office machines (e.g., photocopier, fax, scanner, etc.).
16. Provides customer service as needed.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of the field of Finance and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
2. Works on special projects and tasks which call upon specialized abilities and knowledge possessed by the employee.
3. Knowledge and skill in purchasing, projects and contract administration, accounting, fixed assets, and records retention.
4. Knowledge and ability to learn and comply with RCWs, WACs, and federal/state grant guidelines.
5. Completes basic bookkeeping duties under the direction of District Secretary or designee.
6. Exceptional customer service skills and professionalism.
7. Exercises good judgment at all times and under stress.
8. Communicates effectively, both verbally and in writing; follows verbal and written instructions.
9. Establishes and maintains effective working relationships with supervisor, other employees both within and external to the Agency, and the public in general.
10. Prepares for and takes effective minutes during meetings when necessary.
11. Operates standard office equipment; proficiency in financial software, Microsoft Office programs (with an emphasis in Excel) and ability to assist others on same.
12. Works under pressure and to meet deadlines; works with frequent interruptions.
13. Serves employees and the public in a manner conducive to positive customer relations, in situations which may be stressful.
14. Provides front desk duties when necessary.
15. Ability to drive department utility vehicles for district needs and continued education events.

### **Education and Experience:**

High school graduate or GED is required, supplemented with a minimum of two (2) years of experience in a similar work situation.

Associate's degree in Accounting, and/or business curriculum, and experience in public sector is desirable.