



Job Announcement – Accounting Clerk/Administrative Assistant

Start Date: August 2018

FLSA Status: Non-Exempt, Part time, 20-28 hours per week.

Compensation Range: \$17.00 - \$20.00 / hour

Position Summary: Responsible for providing accounting and administrative support for EFR. This includes: billing and collection activities for services provided, processing accounts payable and accounts receivable and general ledger accounting functions. Provide a wide variety of administrative, technical and analytical work. Must provide friendly and professional customer service as the first point of contact with public and internal customers.

Essential Functions: Available in the full job description at www.evergreenfirerescue.com/contact/join-efr/

Minimum Experience:

- Must have High School Diploma; prefer an Associate's or Bachelor's Degree.
- Minimum three (3) years' experience in Business, Accounting and/or Office Administration
- Minimum three (3) years' experience in accounts payable/accounts receivable
- Will accept an equivalent combination of education and experience
- Experience with accounting software and Quickbooks highly desired

Interested applicants must submit a pre-employment packet containing current and legible copies of the following documents:

- A resume and cover letter
- A completed EFRD employment application (<https://evergreenfirerescue.com/contact/join-efr/>)
- Diploma or equivalent
- Applicable Accounting Certifications
- Two (2) Personal and three (3) Professional References

The deadline for submissions is **Wednesday, July 25, 2018** at the close of business.

Questions may be addressed to: HR@evergreenfirerescue.com

Pre-employment packet submissions may be submitted via US mail, e-mail, or fax to:

Evergreen Fire Protection District
1802 Bergen Parkway
Evergreen, Colorado 80439
Attention: Human Resources
or
hr@evergreenfirerescue.com

Business Phone: (303) 674-3145 Fax: (303) 674-8701