



Evergreen Fire Protection District

Accounting Clerk/Administrative Assistant Job Description

Job Title: Accounting Clerk / Administrative Assistant, Part-time (20-28 hours a week)

Reports to: Office Manager

Department: Administration

FLSA Status: Non Exempt

Supervisory Responsibility: none

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. Performs routine accounting, technical and analytical work for the organization that requires confidentiality, independent judgment and detailed knowledge of EFR. Provide a wide variety of administrative, technical and analytical work, frequently involving complex administrative and operational responsibilities in support of all division within the organization. Must provide friendly and professional customer service as the first point of contact with public and internal customers.

Essential Functions:

- Assists in maintaining the financial functions and records of the District, including: performing accounts payable, receivable, purchase orders, data entry and record storage while maintaining the highest levels of confidentiality at all times.
- Works with the Fire Chief, Board of Directors and Division Managers in developing and implementing the annual budget.
- Assists with financial and billing reports for all funds, revenues, expenditures and ensures cash balances are prepared and accurate for Board Meetings.
- Creates and generates spreadsheets, variance reports, documents and handouts
- Generates invoices, posts payments, and prepares bank deposits for accounts receivable
- Assists managers in the review and processing of invoices and statements to ensure they are properly coded
- Coordinates and provides excellent customer service with a high degree of professionalism while interacting with public and internal customers to resolve problems, answer questions, and provide general information over the phone and in person.



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- Serves as an information resource for public and/or staff regarding various district activities. Maintains the highest level of confidentiality
- Provides administrative support to all divisions including word processing (typing, editing, formatting, printing), organizes and maintains district files/records (manually and electronically), performs copying and other general clerical duties as requested.
- Composes and/or modifies written materials; compiles information and prepares routine and special reports (district financial position, annual budget, and annual report). Takes meeting minutes as required.
- Arranges and confirms various meetings by phone or email. Maintain and coordinate the use of EFR facilities for public and internal entities through the use of an automated room calendaring system.
- Places orders and maintains office supplies when the Office Manager is out of the office.
- Processes, sorts and/or distributes incoming and outgoing mail.
- Cross-trains with Office Manager and serves as back up including staying after business hours to assist with board or volunteer meetings and occasionally additional hours when Office Manager is out of the office.

Additional Functions:

- Maintain, monitor, and balance petty cash as needed
- Request W9's as required
- Other duties as assigned

Minimum Education and Experience:

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



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Additional Requirements:

- Successful completion of physical examination by District approved physician
- CPR certified

Job Specifications:

- Working knowledge of PC's, various software programs and Microsoft Office Suite
- Experience with accounting software and GAAPs
- Professional attitude
- Attention to detail and ability to manage multi projects at a time
- Excellent verbal and writing skills
- Self-motivated
- Ability to prioritize and meet deadlines
- Ability to work in a dynamic environment
- Must be familiar with basic office equipment, i.e., copier, scanner, printer, postage meter
- Broad knowledge of agency operations, functions, procedures and policies
- Specific knowledge of agency budget

Working Conditions:

- This is a sedentary office work position, exerting up to 30 pounds occasionally, including: sitting, standing, lifting, carrying, pulling, pushing and/or leaning over.
- This position spends more than 95% of time in front of a computer.

Approval Signatures:

Employee Name: _____

Date: _____

Employee Signature: _____



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Accounting Clerk/Administrative Assistant Job Description

Manager Name: _____

Date: _____

Manager Signature: _____