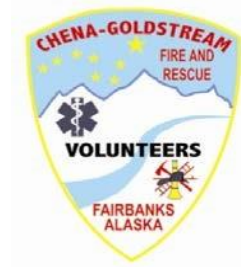


## Job Posting for Administrative Assistant at Chena-Goldstream Fire & Rescue

**Job Title:** Administrative Assistant  
**Status:** Non-Exempt  
**Position Reports to:** Fire Chief  
**Positions Supervised:** None  
**Salary:** \$21.63/hr. - \$28.85/hr. – DOE  
**Closing Date:** November 24<sup>th</sup>, 2021 by 5:00 p.m.



### **Basic Function:**

An employee in this classification will provide a variety of diversified and moderately complex administrative, receptionist, bookkeeping and general clerical duties of a routine nature that pertain to the day-to-day operations of the Fire Department. Certain correspondence and conversations, which this employee may be subject to, will be of a classified nature and as such will be held in the strictest confidence.

This position is a non-exempt, full time, 40 hour week position requiring competency in several areas: bookkeeping, payroll, typing, filing, correspondence, ordering, the use of computers, and oral and written communications. Work is performed under the administrative direction of the Fire Chief.

### **Typical Duties:**

1. Responsible for the department's business and financial accounts; including accounts payable, accounts receivable, payroll, payroll tax liabilities, petty cash, banking, ACH, annual budgets, state and federal quarterly reports and the Federal 990. Use of QuickBooks Pro for accounting activities. Assists Chief with budget development and tracking. Completes reports as required. Responsible for timely and accurate Bi-Monthly ACH payroll entry to corporate employees according to CGFR procedures, Federal Internal Revenue Service Rules and regulations and State of Alaska Department of Labor rules and regulations. Prepares monthly financial reports for dissemination to the Chief and Board of Directors. Works in close liaison with the Board Treasurer.
2. Annual audit/review – preparation through final report. Maintain point of contact with CGFR auditors. Provide all information requests and process adjusting journal entries.
3. Responsible for personnel, administrative, financial and correspondence files for the department. Updates and reorganizes files as necessary.
4. Maintain leave banks and annuity contributions for paid staff. Enroll new employees in health insurance programs and annuity programs.
5. Maintain and provide department rosters, e-mail correspondence, notification to members of all Board, and Commission meetings and department functions.
6. Provide receptionist services in answering telephones, fielding questions, directing calls and/or taking accurate messages, greeting and assisting members of the general public as needed.
7. Ability to operate department computers efficiently.
8. Monthly apparatus response reports to FNSB.
9. Monthly Fire (NFIRS) reports to State of Alaska
10. Attends and takes minutes of all Board of Directors meetings. E-mails draft minutes to members. Notifies department members in advance of all meetings and provides the monthly board packet and meeting notice. Assists Board of Directors as needed. Attends other meetings as directed by the Chief. Communicates with Treasurer and other signatories to ensure checks and ACH's are signed and processed in a timely

manner.

11. Issue and/or assist general public with State Burn Permit information.
12. Responsible for purchasing and picking up office and station supplies.
13. Attend training classes, schools and seminars as directed by the Fire Chief.
14. Performs other duties as assigned by the Chief.

**Minimum Qualifications: These qualifications will be the basis for selecting qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these abilities during a prescribed probationary period for continued employment.**

1. High school diploma or equivalent. College degree or business school preferred. Documented progressive secretarial and clerical work required. (At least 3 years of office experience preferred).
2. Has demonstrated experience as a full charge bookkeeper. Accounts receivable, accounts payable, monthly reports, payroll and all state and federal payroll reports. Use of QuickBooks Premier non-profit is recommended. Ability to track budgets, ability to research accounting problems.
3. Use of Office Professional Plus 2013, to include Excel, Power Point, Word, Outlook Express
4. Current Notary Public Certification or ability to obtain upon employment.
5. Exhibits a high degree of professionalism and effectiveness by dealing effectively and harmoniously with the public and other employees under sometimes confidential and stressful situations.
6. Demonstrates the ability to communicate effectively both in writing and verbally. Shows, through a testing process, the ability to satisfactorily perform the essential functions of the position.
7. Preferred - experience working with a Board of Directors and possibly, a borough service area type of organizational structure.
8. Demonstrated ability to establish and maintain effective working relationships with other employees, deal effectively and harmoniously with outside entities and to assist the general public pleasantly, tactfully and in a courteous manner.
9. Maintain extreme confidentiality of information.
10. Hold a valid Alaska Operators License.

**Other:**

1. A proficiency test may be administered.
2. This position requires a criminal background check.

**Job Contacts:**

1. General Public and Emergency Service Agencies
2. Chena Goldstream Fire & Rescue staff and volunteers
3. Fairbanks North Star Borough Fire/EMS Departments and general staff

**Application Procedure:**

- Interested individuals can apply for this position online by submitting a completed application at [www.cgfr.com](http://www.cgfr.com) on or before the closing date and time specified in the job posting.
- In person applications will be accepted at 716 Chena Ridge Road, Fairbanks, AK 99709 on or before the closing date specified.
- For additional information – call (907) 479-5672

Benefits (after required waiting periods/schedules)

- Health Insurance (Medical, Dental, Vision)
- Paid time off
- Retirement Plan

Schedule: Full-Time

- Monday – Friday 8am – 5pm

**Chena-Goldstream Fire & Rescue is an Equal Opportunity Employer**