

The Cañon City Area Fire Protection District is accepting applications for the position of ADMINISTRATIVE ASSISTANT-FINANCE. The position is considered “at will” and is a non-exempt position working **32 HOURS PER WEEK (Preferably 8 AM TO 5 PM, 4-Days/MONDAY THROUGH FRIDAY, with schedule flexibility to meet the office staffing needs of the District).**

Under the supervision of the Fire Chief and Executive Assistant, the Administrative Assistant is responsible for the day-to-day business operation of the District. The Administrative Assistant assists the other Administration office staff, and is cross-trained in other Administration Staff functions in order to provide continuity of administrative operations in their absence. The current starting salary is \$24.35 per hour, and includes a comprehensive benefit package.

The selected candidates for the position will be required to complete a Panel Interview and Skills Assessment.

Qualifications and Certifications:

1. Education, Work Experience, and Certification Qualifications and Requirements

- a. Possess High School Diploma or G.E.D. *(Required)*
- b. Possess, or obtain within 6 months of hire, and maintain a valid Colorado driver's license with a satisfactory driving record, and be insurable by the District's insurance carrier. *(Required)*
- c. Possess, or obtain within twelve months of hire, and maintain a valid Notary Public certification. Cost of certification to be paid by the District. *(Required)*
- d. Successfully pass a credit and background investigation to the District's satisfaction. *(Required)*
- e. Two years of documented experience working in an office setting or a combination of education, experience, certifications, and training which clearly demonstrates the ability to perform the essential functions of the position. *(Preferred)*

2. Administration, Knowledge, and Abilities

- a. Ability to read, write, speak and understand the English language at a level adequate to perform the job. *(Required)*
- b. Possess basic accounting and mathematical skills. *(Required)*
- c. General understanding of Microsoft Office and Google Workspace *(Required)*
- d. General knowledge of IP telephone systems and small business computers *(Required)*
- e. General knowledge of statutes related to fire departments, fire code, public sector budgetary law, Special District operations, human resources, and personnel. *(Preferred)*
- f. General demographic and operational knowledge of the District. *(Preferred)*
- g. General understanding of **Quickbooks** and **Paylocity** software *(Preferred)*.

To apply: Complete a Fire District application (available at <https://canoncityfiredist.colorado.gov>), complete a cover letter explaining your interest and qualifications for the position, and attach a current Résumé.

Application packet must be submitted to: Employment@canonfire.org

The District must receive the packet no later than **Friday, November 17, 2023 by 5:00 PM. Late and incomplete applications will not be considered. Information, a full job description, and applications are also available on our web page at: <https://canoncityfiredist.colorado.gov>**

This position has an anticipated start date of mid-December 2023 – January 1, 2024, however the Fire District reserves the right not to hire any of the applicants for the position at its sole discretion, extend the anticipated start date, or to discontinue the hiring process at any time in its sole discretion. The Fire District has the right to modify reduce, or increase the application requirements at any time in its sole discretion. Applicants will be required to successfully complete a credit history check, background check, and driving record check prior to a formal offer of employment.

*****The application packet must be complete/accurate and contain the completed Cañon City Area Fire Protection District Application, current Résumé, and Cover Letter.**