

Canon City Area Fire Protection District

Administrative Assistant/ Finance Position Description

Administrative Assistant

Classification Responsibilities: The Administrative Assistant-Finance works under the direction and supervision of the Fire Chief, Assistant Chief and Executive Assistant. Performs confidential secretarial and administrative support tasks for the Fire Chief, Assistant Chief, Executive Assistant, the Cañon City Fire Protection District Board, and the personnel of the department.

Distinguishing Features: This position involves being a support role to the Executive Assistant, with public and internal contact handled pleasantly, politely and professionally. Provides administrative support to ensure efficient operation of the office bookkeeping and budgeting procedures. Operates a variety of office equipment including computer workstations, fax machines, calculator/adding machines, photocopier, and two-way radio base station. Handles sensitive information in a confidential manner. Competent in prioritizing and working with little supervision. Excellent written and verbal communication skills. Ability to perform the following:

- Process payroll to include: QuickBooks and Paylocity entry and maintenance
- Update/maintain employee information, personnel and medical files, verification of employment
- Manage Accounts Payable and banking transactions/account reconciliation
- Overtime tracking and pay
- Leave time tracking to include, annual leave, sick leave, comp time and personal time
- Sick leave bank tracking and maintenance
- New hire management to include, application tracking, correspondence, backgrounds, physicals, and uniform ordering
- Workman's Comp claim management
- Uniform ordering and management
- Impact Fee management and tracking
- District Board Meetings: recording, transcribing of monthly minutes
- Report requests/investigative reports
- Wildland fire reimbursement: billing submission, reconciliation, expense tracking, payroll
- Event planning
- Cross train on all Executive Assistant duties in order to be able to complete them in their absence
- Work closely with Executive Assistant in all areas of District business
- See job duties list for complete description of tasks

ESSENTIAL FUNCTIONS

Communication: Must display excellent communication and interpersonal skills; be knowledgeable about the job and always strive to stay on task and produce high quality work. Must be able to maintain a high level of confidentiality regarding District employees and District business. Possesses excellent time management skills, self-motivated, attention to detail and accuracy.

Canon City Area Fire Protection District
Administrative Assistant/ Finance Position Description

Manual/Physical: Ability to exert very moderate physical effort in sedentary light work, typically involving some combination of kneeling, crawling, crouching, lifting carrying, pushing and pulling. Ability to sustain prolonged visual concentration. Ability to recognize similarities or differences between colors, forms, and sound associated with job-related objects and tasks, Ability to recognize that environmental factors such as repetitive motion from keyboard use poses some risk of injury.

Mental: Ability to exercise judgment, decisiveness, and reasoning in performing diversified work activities, subject to frequent interruption and change. Demonstrate reliability in all work situations; present a professional appearance personally and in the work area; promote and maintain positive working relationships with administrators, peers, and the public. Able to comprehend instructions given by supervisor and to make inferences from written material including: department administrative and operating procedures, District personnel rules, emergency scene reports, daily work schedules, etc. Has excellent attention to detail, organization and prioritization. Must be able to work independently.

Knowledge and Abilities:

- Modern office procedures
- Be able to present information by phone, correspondence, or e-mail and 2-way radio operation
- Knowledge of District operations and services
- Accounting principles and practices
- Bookkeeping skills
- Gather and analyze data information
- Schedule appointments and meetings
- Provide written reports
- Editing and technical writing requirements
- Computer software programs

Experience and Training: Any combination of training and experience equivalent to graduation from high school and three years of experience in an administrative office environment. Interpersonal relationship skills working in a customer service environment or any combination of equivalent or relevant experience. Able to adapt to fire service software. Should have minimum keyboard experience of 50 words per minute. Must maintain excellent English grammar and composition, spelling, and verbal skills. Attention to detail.

Special Requirements

- Experience in data entry and computer operation; able to adapt to new software as is and may be used by the Cañon City Fire District.
- Must be able to obtain Notary Public at time of hire; maintain throughout employment with District.
- Ability to develop expertise in Microsoft Office, Quick Books, Google Workspace, and Paylocity