



Progressive and well-respected fire protection district serving
northeastern Kitsap County in Washington State recruiting candidates to join
its small but mighty administrative services team

Division Assistant

Starting at \$62,500 - \$67,000 DOQ
Plus generous benefits and great work environment
Closes September 17 at 5 p.m.

Work Schedule:

FLSA Non-Exempt Flex 40 (office hours of Monday – Friday from 8:30 a.m. - 5:00 p.m. and attendance at evening Board of Commissioner Meetings)

Benefits:

Participation in WA State Public Employee Retirement System (PERS), cafeteria plan benefit allocation, generous vacation and sick leave accrual

Minimum Qualifications:

Associates degree (AA or AS) in a related field or experience in payroll and finance, preferably in the public sector; or any combination of education, training, and experience that would demonstrate the ability to perform the work. Experience to be considered in lieu of degree.

- Five years' experience as an administrative or office assistant with similar responsibilities.
- Valid WA State Driver's License or ability to obtain upon hire.
- Notary Public Certification for the State of WA, or ability to obtain upon hire.
- Meet insurability requirements of the District's insurance carrier.
- CPR Certified, or able to obtain upon hire.

Knowledge, skills, and abilities (For a full list, please refer to the position description at www.nkfr.org):

- Superior advanced computer skills and proficiency with Microsoft Office Suite
- Payroll preparation experience
- Knowledge of internal financial control concepts and best practices for local government.
- General accounting, auditing, budgeting, expenditure, payroll, and financial reporting principals, best practices, and procedures.
- RMS system experience (Ex. BIAS, ESO, ERS, CrewSense, Target Solutions etc.
- Knowledge of the Budgeting, Accounting, and Reporting Systems (BARS) for Cash Basis Government, preferably the fire service.

Application packets are available on our website www.nkfr.org or by request via email – patti@nkfr.org

Applicants must submit the following:

- Cover letter, resume, list of three personal and three professional references
- Supplemental question: What role does the Division Assistant play in an organization fulfilling its mission and values?
Responses must be typed, single spaced and no more than one page.

At the time of this announcement, the fire station is currently closed to the public. Completed application materials will be accepted only via email to patti@nkfr.org or by mail to:

North Kitsap Fire & Rescue
Attention: Katie Patti, Director of Administrative Services
26642 Miller Bay Road NE
Kingston, WA 98346

The closing date/time for submission of application documents is September 17, 2020 by 5:00 p.m. Applications received thereafter will NOT be considered.

Applicants being considered for this position will be notified by email before the close of business on September 21 and will receive information regarding the next steps in the process.

Post-offer pre-employment background check and drug screening will be required.

Anticipated start date of November 1, 2020