**North Kitsap Fire & Rescue**

**Position Description:** Division Assistant – Administrative Services Division

**Reports To:** Director of Administrative Services (DAS)

**FLSA:** Non-Exempt

**GENERAL FUNCTIONS:**

Under the direction of the Director of Administrative Services, the Division Assistant provides a high level of administrative office support to the Administrative Division of North Kitsap Fire & Rescue.

**ESSENTIAL JOB FUNCTIONS:**

* Perform routine office tasks necessary for the operation of a professional office.
* Assist with payroll preparation (timesheets, exceptions) and performs payroll data entry.
* Recording Secretary for the Board of Fire Commissioner’s (BOC). Must attend all BOC meetings.
* Prepare purchase orders and expense claims.
* Perform a wide variety of regular and reoccurring accounting procedures to include calculating, posting, verifying, preparing, and distribution of accounts payable and accounts receivables.
* Provide back up support of phone answering and other tasks conducted by the Receptionist/Secretary as needed.
* Research, collect, analyze, and compile data and information for internal and external distribution.
* Assist the Director of Administrative Services with human resource activities to include employment recruitment and new hire paperwork, employee compensation and benefits, open enrollment processes.
* Provide support for public records requests and processing, assuring compliance with the Public Record Act.
* Maintain all District files and records per the WA State Records Retention Schedule.
* Develop and maintain moderately complex financial spreadsheets, presentations, and other documents.
* Prepare correspondence, reports, meeting minutes, and documents. Design, organize, and maintain specialized and custom forms, records, reports, files, and logs to support technical work processes.
* Coordinate travel for the District.
* Attend classes, conferences, and training as required to further professional development.
* Other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Ability to maintain effective working relationships and provide exceptional customer service to internal and external customers.
* RMS system experience (Examples include: BIAS, CrewSense, Target Solutions, ESO, and ERS).
* Knowledge of the Budgeting, Accounting, and Reporting Systems (BARS) for Cash Basis government, preferably the fire service.
* Knowledge of, or ability to learn and comply with RCWs, WACs, and other State/Federal regulations as they pertain to a fire district.
* Superior advanced computer skills and proficiency with the Microsoft Office Suite.
* Experience with processing payroll.
* 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.
* Possess a high level of organization and attention to detail.
* Articulately communicate verbally and in writing.
* Ability to maintain the confidentiality of sensitive information and records.
* Ability to exercise sound and ethical judgment in decision making.
* Ability to maintain professional composure, tact, patience, and courtesy at all times.
* Self-starter, resourceful, able to work independently or with minor supervision, efficiently handle multiple projects and deadlines, and produce quality and detail-oriented work.
* Ability to recommend process improvements based on data analysis to enhance operational efficiencies.
* Work efficiently under pressure and with frequent interruptions.

**EDUCATION & EXPERIENCE:**

**Required:**

* Associates degree (AS or AA) 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. Will consider experience in lieu of degree.
* Minimum of five years’ experience as an administrative or office assistant with similar responsibilities.

**Preferred:**

* A bachelor’s (BA) degree from an accredited four-year college or university that specializes in business or public administration, human resources, accounting, or finance.
* Five or more years of experience working within the fire service.

**LICENSES & OTHER REQUIREMENTS:**

* Valid Washington State Driver's License or ability to obtain one upon hire
* Notary Public Certification for the State of WA or able to obtain certification upon hire
* Meet insurability requirements of the District’s insurance carrier
* CPR Certified or able to obtain certification upon hire

**Work Schedule:** Flex 40 - Monday – Friday, 8:30 a.m. to 5:00 p.m. to include attendance at the Board of Fire Commissioner meetings (regularly scheduled meetings 2nd and 4th Monday of each month commencing at 7:00 p.m.).

**WORK ENVIRONMENT:**

Work is performed indoors in an office at the District's headquarters fire station located in Kingston, WA. The employee may be required to telecommute as determined by the COVID-19 Pandemic Safe Start Phases or other times as deemed necessary by the DAS.

**PHYSICAL DEMANDS OF THE POSITION:**

**Constant Demands:** Sitting, talking, hearing, a negligible amount of force to move objects.

**Frequent Demands:** Standing, walking, stooping, kneeling, reaching, lifting, grasping, repetitive hand and arm motion, up to 10 pounds of force frequently and hand-eye coordination is necessary to operate a personal computer; 10-key, phone, copy machine, fax, postage machine; and various other office equipment.

**Occasional Demands:** Exerting up to 25 pounds of force occasionally to unload supplies, move files and climb stairs.

**Light Work:** If the use of arm and leg controls requires exertion of forces more than that for Sedentary Work and a worker sits most of the time, this job rates as light work.

*The statements contained herein reflect general details as necessary to describe the functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but it should not be considered an all-inclusive listing of services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize workloads, or otherwise balance.*