



Klamath County Fire District No. 1

Job Description

ADMINISTRATIVE ASSISTANT II

FINANCE/OFFICE CLERK

SALARY: \$15.71-\$20.30 per hour

GROUP: Non-Represented

DIVISION: Administration

REPORTS TO: Fire Chief

FLSA STATUS: Non-Exempt

CLASSIFICATION: Non-Management

STATUS: Full-Time

LOCATION: Central Station
143 North Broad St
Klamath Falls, OR 97601

POSITION OVERVIEW

Under the direction of the Fire Chief, this position provides administrative support to the Fire District. Specifically, the position provides backup to the Finance Officer including, but not limited to, processing payroll, accounts payable, and accounts receivable. In addition to finance duties, this position provides reception and clerical support to the administrative operations. This position requires work to be completed in a proficient and confidential manner. This position requires an individual with a positive attitude, professional enthusiasm, and to be a strong supportive individual that embraces teamwork. The position requires flexibility in completing work assignments, ability to prioritize task, and ability to work in a fast-paced office environment.

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RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Responsibilities and duties may vary but the essential job duties will include the following:

1. Records, balances, and deposits payments and donations. Processes credit card payments and credits. Applies customer payments to appropriate accounts. Makes adjustments to accounts, as needed. Researches and solves payment discrepancies.
2. Processes accounts payable, including tracking expenditures. Reviews all invoices for appropriate documentation and approval prior to payment. Prints and obtains signatures on accounts payable checks. Distributes signed checks. Maintains accounts payable reports, spreadsheets, and files.
3. Bills other jurisdictions/agencies for fees.
4. Processes department payroll and distributes check stubs to employees. Prepares associated payments per reports from payroll.
5. Maintains communication and understanding of work flow with Ambulance Billing while providing logistical support.
6. Opens, prepares, and closes office daily.
7. Maintains reception area in a professional and clean manner, able to receive the public.
8. Checks voicemail messages, fax machine, district email, and copier for messages and routes them appropriately. Sends outgoing faxes and correspondence, as directed.
9. Reviews and archives newspaper for articles pertaining to the Fire District.
10. Maintains office equipment and requests repair service, as needed.
11. Answers multi-line phone, routes callers, provides general information in a professional and efficient manner.
12. Greets the public in a professional and businesslike manner and responds to inquiries or routes the requests to the appropriate Fire District personnel.
13. Processes incoming and outgoing mail and parcels. Opens, date stamps, distributes, or notifies personnel of incoming mail or packages. Prepares outgoing mail and parcels with appropriate postage.
14. Performs assignments that may include creating correspondence and reports, maintaining and updating lists, data entry, formatting, editing, printing, and distributing documents and materials. Creates accurate documents from handwritten and verbal instructions with little supervision.
15. Assists in establishing and maintaining files, lists, forms, and other records. Maintains and updates lists, forms, training, and reference materials.

16. Maintains and orders general office supplies and special items.
17. Handles petty cash fund including balancing and ensuring proper money denominations for transactions; provides receipts for money received by the Fire District; and securely forwards funds to the proper District personnel.
18. Assists with planning and preparation of District No. 1 meetings, trainings, and events.
19. Schedules station visits and ride-along experiences for EMT students and general public.
20. Uses Emergency Reporting and 911 systems to respond to records requests.
21. Provides support to administration staff, as needed.
22. Other duties as assigned.

SUPERVISORY CONTROLS

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, accuracy, and compliance with applicable laws, regulations, policies, and procedures.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

JOB CONDITIONS

The work schedule is eight (8) hours per day, five (5) days per week for a total of 40 hours. The supervisor assigns the exact schedule. The fire Chief can authorize variations of the scheduled 40 hour work week. Occasional evening and weekend work is required for meetings or special projects. Overtime pay or compensatory leave is provided for all hours worked outside the normal 40 hour work week.

It is the attendance standards of the employer that all employees are present and on time each shift they are scheduled to work. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Job requires the use of office equipment including, but not limited to, computers with Microsoft Office, fire-based and staffing programs, and internet; tablets, telephones, cell phones, two-way radios, pagers, copy machines, and fax machines.

This position occasionally requires driving and the use of Fire District vehicles.

The work is performed in a temperature-controlled, well-lit office.

The noise level for this position is usually quiet.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general office practices and procedures and considerable knowledge of office recordkeeping, preferably within an emergency service, other governmental or non-profit organization.

Ability to maintain confidentiality and professionalism while performing the daily job functions.

Ability to understand and interpret laws, rules, regulations, policies, and procedures.

Excellent vocabulary, spelling, punctuation, and grammar skills.

Ability to learn and remain proficient in proprietary computer programs and shared database systems used by KCFD1.

TRAINING PERIOD

Training and new employee orientation is expected to take approximately 3 – 6 months for a fully qualified employee to become accustomed to the specialized fire service terminology, processes, and statistical data reporting systems unique to emergency services. The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status.

QUALIFICATION REQUIREMENTS

Consideration will be given to any combination of education and experience that would reflect meeting the qualifications. Equivalent education and certifications from other states or agencies may be considered.

Education

High School diploma or equivalent.

Certifications/licenses

Possession of a driver's license valid in Oregon and maintain a safe driving record throughout the duration of employment.

Experience

Five (5) years' experience in the combination of finance/accounting and clerical fields, of which at least 3 years must be financial/accounting.

Other

Computer experience with an emphasis in the use of Microsoft Word, Excel, Outlook, PowerPoint; databases; and work in a networked environment.

Ability to type accurately at a minimum of 50 WPM.

Proficient at 10-key.

PREFERRED QUALIFICATIONS

Education

Associates Degree in Finance, Accounting, Office System, or closely related field plus 3 years' experience in the combination of finance and clerical fields, of which at least 2 years must be financial/accounting.

OR

Bachelor's Degree in Finance, Accounting, Business Administration, or closely related field plus 1 year experience in finance/accounting.

Certifications/licenses

N/A

Experience

N/A

PRE-EMPLOYMENT REQUIREMENTS

Employment for this position is contingent on clearance of the following:

- Pre-Employment Drug Screen
- Background Investigation
- Physical Examination
- Psychological Evaluation

ADA/EEO STATEMENT

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, KCDF1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION APPROVAL

I concur with the job duties and listed elements as defined in this job description.

Fire Chief Signature

Date

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

Employee Signature

Date