

EAST COUNTY FIRE & RESCUE

Accounting Assistant I

Job Description

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

I. Function

Under general supervision, the Accounting Assistant I performs a variety of clerical and accounting duties such as reception, payroll, accounts payable, data entry, clerical support and District Secretary to the Board of Commissioners; and shall perform other tasks related to administrative support, as assigned.

II. Duties—Any single position may, or may not, perform all of these tasks and/or may perform similar related tasks not listed here.

A. Reception:

1. Hospitably greets individuals or groups coming into the District office; inquiring of their needs, and determining if they have an appointment; and notifying the appropriate personnel.
2. Answers and screens incoming phone calls; assessing the need and urgency of each call; transferring the call, or taking an accurate message or forwarding the call to the appropriate personnel or voice mail box via the automated telephone system.

B. Accounts Payable:

1. Process invoice vouchers for internal auditing. Ensure accuracy of data and totals. Upload approved data to County's portal.

C. Data Entry:

1. May also be assigned the responsibility of entering and maintaining records including, but not limited to, budget, expense, personnel, maintenance and inventory.
2. Produce requested budget and expense reports and financial statements.

D. Clerical Support:

1. Performs a variety of general office duties which include, but are not limited to, copying, scanning, filing, labeling, faxing, paging, scheduling, and running errands; ascertaining the urgency of each project and prioritizing them accordingly.
2. Performs word processing, spreadsheet functions, desktop publishing, and data reporting tasks utilizing the most appropriate hardware and software provided.
3. Processes out-going mail: producing copies, utilizing mail-merge data files, preparing materials according to current U.S. mail standards, and providing appropriate postage.
4. Ensures that the copier and fax machine are in working order: providing an ample supply of paper in both machines and arranging for service, as needed; periodically checking the fax machine to receive and route incoming faxes, and responding to error messages.
5. Assist in preparation for State Auditor audits.

E. District Secretary to the Board of Commissioners:

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1. The District Secretary is an appointed public official and is required to take an Oath of Office upon appointment. The Secretary shall attend all meetings of the Board of Fire Commissioners and keep a complete and accurate record of proceedings of each meeting.
2. Duties and Responsibilities
 - Responsible for preparing and maintaining minutes of Board meetings.
 - Serve as confidential secretary to the Board of Commissioners.
 - Understand and comply with all ethics, laws, and rules.

All statements and requirements contained herein are subject to change by action of the Board of Fire Commissioners for East County Fire & Rescue.

F. Examples of Other Administrative Tasks...

1. Provides comprehensive and confidential secretarial support. May include, but is not limited to: Preparing correspondence; creating and running reports using new and existing data; generating spreadsheets and graphs; maintaining shared files on the network; creating flyers and special publications, scheduling facilities for training and special use.
2. Supports the function of Volunteer Recruitment and Retention. May include, but not limited to, creating and maintaining written information for distribution at specific Fire Stations and the District Office.
3. Serves as Record Disposition Officer, maintaining an inventory of stored records and ensuring all are labeled uniformly and are dated for disposal, as appropriate.
4. Maintains an adequate inventory of office supplies for the District Office and Fire Stations by noting general needs, receiving and recording request, and placing orders in a timely manner, as approved; as to not run out of general stock items.
5. Receives, processes, distributes and files copies of requests for public records, which have been authorized by a Chief Officer.
6. Job duties may be reassigned and other duties assigned to support the needs of the District.
7. Follows Chain of Command, Rules & Regulations, and District Policies.

III. Qualifications Required

- A. Must be proficient in the use of the English language—grammar, spelling, punctuation, and language use.
- B. Must possess oral and written communication skills sufficient to understand technical instructions, and to independently draft correspondence and other documents as directed by—and subject to the approval of—your Supervisor or Chief Officers.
- C. Must possess a high aptitude for the use of office equipment, and computer hardware and software, with the ability to trouble-shoot minor equipment and program problems (i.e., word processing, spreadsheet, data management and desktop publishing).

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- D. Must maintain a minimum keyboarding speed of 30 words per minute with an acceptable margin of error.
- E. Must demonstrate the ability to remain calm and cool during periods of extreme stress.
- F. Must possess and maintain a valid Oregon or Washington State Driver's license, and be insurable by the District's Insurance Carrier.
- G. Must be in sufficient good health and physical condition to fully perform the requirements of this position.
- H. Must have a minimum of three years experience in a similar position, or possess an equivalent combination of education and experience, as determined by the District.
- I. Must successfully complete a six-month probationary period for the position.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit; talk or hear; stand; walk; use hands to hold or operate objects, equipment, or manipulate controls; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel or crouch.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, and occasionally in storage areas—typically during day shift. The individual is exposed to hearing telephones and portable fire radios.

The noise level in the work environment is usually quiet in office settings.

VI. Selection Guidelines

Formal application; review of education and experience; appropriate testing and interviews; background check; final selection; pre-employment drug screen.

VII. Conclusion

The statements contained herein reflect general details, as necessary, to describe the principal functions of this position; the level of knowledge and skill typically required; and the scope of responsibility; but should not be considered an all-inclusive listing of work assignments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Individuals may perform other duties, as assigned, including work in other

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functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

This position description is intended as a general overview and is subject to change by the employer as the needs of the employer and requirements of the position change. The position description does not constitute either an expressed or implied contract.

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