



Aumsville Rural Fire Protection District
490 Church St, Aumsville, OR 97325
Phone: 503-749-2894
Fax: 503-749-2182

OPEN UNTIL FILLED

Office Administrator Job Announcement

Duties:

Manage the fire district office and perform complex office administrative work. Provide administrative and clerical support to fire district staff, the Board of Directors, and act as confidential assistant to the Fire Chief. Perform regular accounting duties including accounts payable, accounts receivable, and processing payroll. Manage reporting of employee benefits in accordance with federal, state, and local regulations. This position anticipates professional interaction with residents of the district and city officials as well as daily communication and support for district career and volunteer personnel.

Requirements:

Experience with Microsoft Office, payroll/accounting, records management, organizational skills, and records retention required. Knowledge of governmental fund accounting, public budget law, public meeting law, Oregon employment law, and experience in Human Resources is desired.

**Application Packets are available online at www.aumsvillefire.org or
at the fire station located at 490 Church St., Aumsville, OR 97325**

Application packet must consist of a cover letter, resume, and letters of reference (optional). Please send your completed application packet to: Aumsville Rural Fire Protection District, Attn: Chief Garrison, PO Box 247, Aumsville, OR 97325 or hand deliver to the Aumsville Fire Station Monday – Friday between 8am and 4pm. If you have questions about the application process, please contact Interim Chief Robert Garrison at (503) 508-6648.

Wage and Benefits:

- Current salary range \$51,732 -\$69,684 depending on experience.
- 40 hours per week
- PERS Retirement – including 6% employee pick up paid by the district.
- Paid time off – 32 hours of personal leave each year
- Accumulated vacation hours based on years of service.
- Sick leave accumulations on a monthly basis
- Paid holidays – 11 per year
- Life, Accidental Death/Dismemberment insurance coverage
- Health insurance package – 100% full family coverage
- HRA VEBA – 100% employer paid contributions

Job Description

Classification:

This classification is responsible for all office administration and financial duties, direct or indirect support of the Board of Directors, Fire Chief, and management staff in meeting fiscal and operational goals of the district.

Supervision Received:

The Office Administrator works under the direct supervision of the Fire Chief and is a member of the management team. This position is classified as a confidential employee.

Essential Duties and Responsibilities:

Responsible for most aspects of the district's finance system including budget documentation, general ledger, accounts payable and accounts receivable functions. This position performs payroll processing and provides senior level support in the areas of personnel and administration. The position serves as primary support to the Board of Directors and performs other duties as required:

- Assists and makes recommendations in the preparation of the district's annual budget; monitors budget revenue and expenditures, prepares monthly Board and other various reports, and responds to questions and provides clarification for audits as required.
- Completes all accounts payable functions for the district including preparation of purchase orders, invoices for payment, maintain all records of accounts payable, preparation of checks, manages petty cash, and preparing and initiating fund transfers.
- Performs all account receivable functions for the district: including preparation of invoices for billing, prepare and make deposits, post property taxes, and maintain all records of account receivables.
- Track district fixed assets.
- Perform all payroll services for the district including the review of electronic timesheets, calculating, and posting various types of pay and leave accruals, prepare voluntary employee payroll deductions, distribute paychecks and maintain payroll records. Ensuing compliance with requirements of the Fair Labor Standard Act (FLSA) and Oregon wage and hour regulations.
- Create and maintain all personnel files.
- Acts as administrator for all employee benefit programs including health, dental, life and disability insurance, HRA VEBA, PERS retirement, and deferred compensation plans.
- Prepare and track worker compensation injury reports and related documentation, including maintaining the OSHA log.
- Attend and record district board meetings and serve as the board clerk. Prepare and distribute public notes, minutes, and resolutions as well as present the secretary treasurer report.
- Prepare and distribute the district's annual report.
- Maintain all documentation of district grants; applied for and received. File grant application copies, track expenditures, and prepare reports as required.
- Conduct assigned research projects and prepare related reports.
- Review, maintain, and prepare district procedures and manual.

- Assist with long range planning and policy preparation and participate in staff meetings as requested.
- Responsible for archiving records and destruction of archived documents in accordance with State retention schedule and laws.
- Provide support and assist with IT contract for the district's managed service agreements, assist the Chief in IT planning, web page management/maintenance, and assist with specs for updating and/or purchasing new hardware/software for the district's computer and telephone systems.
- Respond to public inquiries.
- Attend special meetings, educational classes, and work sessions as required.
- Perform other related duties as assigned.

Qualifications:

- Strong ability to interact with the public in a professional and pleasant manner.
- Advanced knowledge of office, accounting practices and procedures.
- Knowledge of Oregon budget and public meeting laws.
- Knowledge of office equipment and software, business writing, ability to spell and apply correct grammar.
- Create and maintain a file system.
- Ability to understand and carry out oral and written direction.
- Interact with and maintain harmonious relations with fellow employees, constituents, and members of the public.

Desired Qualifications:

- Public agency accounting experience.
- CenterPoint software experience.
- Oregon Fire Service Office Administrators Association accreditation.
- Local Government Management certification.
- Human Resource certification(s).
- CPR training.
- Associate or Bachelor's degree in Accounting and/or Business Administration.
- PIO certification.

Work Environment and Physical Demands:

Work is primarily performed in an office environment in the district office. Attendance is required for Board meetings one evening per month and special meetings as needed. Out-of-the-area training and travel may be required, on occasion. This position includes sitting for long periods of time while performing data entry and other clerical tasks. Using wrists, hands, and fingers to perform data entry and manual posting tasks for long periods of time. Bending and/or stooping from a sitting position or standing to perform filing and other functions. Occasional lifting and moving up to 20 pounds. Specific vision abilities required for this position include close vision and the ability to adjust focus.

Application

The Aumsville Fire District is an equal opportunity employer and does not unlawfully discriminate on basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state, or local law.

INSTRUCTIONS: All pages of this application must be completed. Answer each question fully and accurately. If you need additional space, continue your answers on a separate sheet of paper. Place all information in a manila envelope and mark it Attention Chief Garrison. No action can be taken on this application until all questions have been answered. **Please submit a cover letter, resume, and copies of any listed certifications with your application.**

NAME: _____
Last, First, Middle

ADDRESS: _____

MAILING ADDRESS (if different): _____

CITY, STATE, ZIP: _____

EMAIL: _____

Home Phone: _____

Cell Phone: _____

Message Phone: _____

EDUCATION HISTORY

School	Name & Location	Course of Study	Years Completed	Degree/Diploma
High School or GED				
College				
Graduate				
Business				
Trade				

ADDITIONAL TRAINING: List any other relevant education or certifications, special training, skills, languages, or other special job-related skills you may have that are pertinent to the position for which you are applying.

I am seeking veteran or disabled veteran preference.

To verify and claim your veteran status, please attach your DD 214/215 to this application before the close date of this recruitment. To use disabled veteran preference, you may need to also provide a copy of your veteran's disability preference letter from the U.S. Department of Veterans Affairs, unless the information is already included in the DD 214/215. Please remember to redact your SSN information on the copy of the form you will be attaching.

EMPLOYMENT HISTORY: Beginning with your present or most recent job, describe your work experience, including all non-paid or volunteer work. List any other prior experience related to the duties of the position for which you are applying.

Employer: _____

Address: _____

Supervisor Name: _____ **Telephone #:** _____

Your Title: _____ **From:** _____ **To:** _____

Duties: _____

Reason for Leaving: _____

May we contact your supervisor/employer YES NO

Employer: _____

Address: _____

Supervisor Name: _____ Telephone #: _____

Your Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

May we contact your supervisor/employer YES NO

Employer: _____

Address: _____

Supervisor Name: _____ Telephone #: _____

Your Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

May we contact your supervisor/employer YES NO

Employer: _____

Address: _____

Supervisor Name: _____ Telephone #: _____

Your Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

May we contact your supervisor/employer YES NO

Employer: _____

Address: _____

Supervisor Name: _____ Telephone #: _____

Your Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

May we contact your supervisor/employer YES NO

SUPPLEMENTAL QUESTIONS:

Briefly explain your interest in this position. _____

Please explain your experience and/or knowledge of Oregon Budget Law, and your experience working with a budget. _____

Please list your office equipment related skills and experience. _____

What is your experience with payroll and accounting software and with Microsoft Word, Excel, Publisher, and Access? _____

Please indicate your experience with accounts payable and receivable, as well as payroll duties. _____

Please explain your experience working in Human Resources. _____

Please briefly indicate any job-related skills or additional information you feel may be helpful to us in considering your application. _____

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, community involvement, employment or other activities related to the job you are seeking. _____

REFERNECES: Please give three references, not a relative or former employer.

Name: _____ Phone: _____

Occupation: _____ Email: _____

Name: _____ Phone: _____

Occupation: _____ Email: _____

Name: _____ Phone: _____

Occupation: _____ Email: _____

AFFIDAVIT

I certify that the answers given herein are true and complete to the best of my knowledge. I agree that the Aumsville Rural Fire Protection District shall not be liable in any respect if employment is denied me or if my employment is terminated because of false, incomplete, or misleading information in my application or interviews. I also authorize the companies, schools or persons named above to release to the Aumsville Rural Fire Protection District all information regarding my employment, character, and qualifications. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand that nothing contained in this employment application, or in the granting of an interview, creates a contract between the Aumsville Rural Fire Protection District and me for employment or any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Aumsville Rural Fire Protection District. If an employment relationship is established, I understand that unless specifically limited in a formally executed contract, I have the right to terminate my employment at any time for any reason and the Aumsville Rural Fire Protection District retains a similar right.

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my appointment terminated.

I understand that I may be required to undergo physical examination, drug screening and/or background investigation during the hiring process.

As a condition of employment, I understand I will be required to produce original documents establishing my identity and authorization to work and if necessary, to complete the U.S. Immigration and Naturalization Service Form I-9.

Printed Name: _____ **Date:** _____

Signature _____