



Kuna Rural Fire District Assistant of Administration

Deadline to Apply: October 20, 2024

The Kuna Rural Fire District is seeking a positive, self-motivated, self-driven, and highly skilled member to fill an Assistant of Administration position. Under the direction and guidance of the Officer of Administration, the Assistant of Administration will perform a variety of administrative, professional, and technical work in assisting the Officer of Administration. Such work can consist of the district's financial, accounting, human resources, and records management duties.

This position is forty hours per week, and you will primarily work from home. Duties outside of the home include: mail drop off or pick up, district supply pick up, uniform drop off or pick up, meetings at the station, training, or tasks requested by the Officer of Administration.

You must ensure you have an area within your home where confidential information can be locked and not left unattended. The district will provide you with a locking cabinet.

Required Qualifications

- Must be at least 18 years of age.
- Valid driver's license.
- High school diploma or equivalent (GED).
- Strong record keeping, retention, and management skills.
- Proficient in using PC based applications, Microsoft Office (excel, word, outlook), accounting software and data entry.
- Strong verbal and written communication skills.
- Minimum of 3 years of professional experience in accounting/bookkeeping and administration.
- The ability to stoop, bend, and crouch necessary for filing and accessing drawers and cabinets.
- The ability to carry 25 pounds.

Desired Qualifications

- Minimum of 3 years in processing payroll, accounts receivable (“A/R”), accounts payable (“A/P”), invoicing, and account reconciliation.
- Experience in public policy and administration, open meeting laws, and drafting board meeting agendas and minutes.
- Experience in drafting organization/company policies and procedures.

Overview of Essential Job Duties and Responsibilities

- Maintain and answer phones for the district, ensuring a high level of customer service. The district will provide the employee with a VOIP phone, internet is required.
- Work in conjunction with the Officer of Administration to ensure accurate payroll processing, A/P, A/R, and other accounting tasks.
- Prepare deposits and deliver them to the bank.
- Manage collection efforts for the district.
- Assist with compliance of payroll laws, legislative updates, and policies. This includes a responsibility to stay informed on law and policy changes that impact the operations of the district.
- Assists with developing, updating, implementing policies, and following the fire district policy code.
- Maintains and ensures the confidentiality of all personnel and district records.
- Assists in documenting and managing the official affairs of the district.
- Invoice and track all plan reviews and inspections related to both existing buildings and new development. This includes a duty to coordinate with the property owners (including developers, the Chief, Assistant Chief, and Deputy Fire Marshal regarding inspections).
- Develop and maintain Asset Inventory.
- Assist with Record Management
- Assist with Record Requests (Medical and Non-Medical). This may include requests by individuals for their own records, as well as process public records requests pursuant to Idaho’s Public Records Act.
- Assist with Statistical Call Data for the district.
- Assist with new hire paperwork, medical exam setup, background screenings, and drug testing.
- Track and maintain standard office supplies, cleaning supplies, and other items for the district.
- Assist with ordering uniforms and supplies for the district.
- Regular and reliable attendance to work and work responsibilities.
- Travel to and from courier service places of business to deliver or pick up mail and packages, pickup or drop off uniforms, pickup supplies for the district as needed or as assigned by the Officer of Administration.
- Scanning documents.
- Communicate with other district personnel via email and phone regarding district business.
- Updates to the district’s website and Facebook page.
- Cross-train in the Officer of Administration duties and responsibilities to offer backup and support.
- Occasional Travel
- Perform other duties as assigned by the Officer of Administration

Wages and Benefits

- Salary Range (DOE): \$21.00-\$24.00/hour (\$43,680-\$49,920/year)
- Excellent Insurance (Medical/Dental/Vision)
- Personal Leave and Sick Leave
- PERSI Retirement Plan

Please submit a current resume and application to:

Subject: Assistant of Administration

Email to: khinkle@kunafire.com

The application can be found at www.kunafire.com/employment