



Administrative Officer

Salary: \$58,697 Annually
Salary Range: \$58,697 - \$88,045
Benefits: Yes
Location: Flagstaff, AZ
Job Type: Full-Time- Non-Exempt

**Please email your
Resume and Letter of Interest to
mwilson@flagstaffaz.gov**

Summit Fire and Medical District is seeking qualified candidates for our Administrative Officer position.

Purpose

- Administrative Officer is responsible for independently administering assigned administrative services functions and programs; demonstrating independent judgment in selecting methods and techniques for obtaining solutions; and service as a professional-level resource for human resources, accounting, budgetary, purchasing, office management and administrative service programs.
- See attached job description for more information.

Qualifications:

Preferred:

- Bachelor's Degree in accounting, finance, business administration or related field.
- Three (3) years' experience supervising staff.
- Experience working for a Fire District to include an understanding of roles associated with fire boards, budgeting and required reporting needs.

Minimum:

- Three (3) years of related field experience.
- Some experience supervising staff.
- Ability to prepare and maintain accurate financial and other records, correspondence, and reports, while in a management role.
- Advanced skill in the use of office equipment and technology, including Microsoft Suite applications and QuickBooks.
- A willingness to work in a team environment while working cooperatively with other employees, appointed officials, and the public.

Benefits Include:

- Arizona State Retirement
- Paid Holidays
- Paid sick and vacation leave
- Paid healthcare, dental, vision and life insurance for employee

For more information visit www.summitfiredepartment.org