



PINEWOOD FIRE DISTRICT

Office Manager

Full Time

Closing Date: May 12th, 2021 @ 4pm

Salary Range: \$48,000-\$58,000 DOE

Minimum Qualifications:

- Working knowledge of Microsoft Office Suite (Word, Excel, etc.)
- Knowledge of QuickBooks software
- Experience in Payroll and Accounts Payables
- High school or equivalent

Job Description:

Pinewood Fire District is looking for an experienced and responsible Office Manager whose job will be to process bi-weekly payroll and accounts payables checks, process quarterlies, budget office expenses, run monthly board meetings, create board reports and write board minutes, help create and manage annual fiscal year budget, process weekly bank deposits, on-boarding process for all new hires and maintain personnel files, process annual ARCR report, times report and annual ambulance inspections with Department of Health Services to maintain our CON ambulance license and apply for rate increases, assist with ambulance and vehicle stabilization/scene safety billing process by getting reports to the correct agencies, records retention, Bear Jaw and State wildland billing, support the auditor's office for our annual audit, maintain department calendar, process annual bonded indebtedness report, help maintain camp fire and burn barrel permits, maintain department website and Facebook posts, order office and department supplies, and help support the fire districts direction in fulfilling department wide goals.

Who PFD is:

Pinewood Fire District is the heart of the community in Munds Park. We have a great culture within our department and strive to provide the best customer service to all our customers. The Office Manager will provide support internally to all employees and externally to our customers by helping to maintain professional and respectful ties with all agencies. This is a fast-paced office, and the right individual will be able to multi-task all jobs and have the ability to see areas that need additional resources and work with the Chief to fulfil those needs.

Qualifications:

- 1+ years' experience in a highly responsible office setting
- Must have basic knowledge in both payroll, accounts payables and QuickBooks.
- Ideal candidate will be detail oriented, have the ability to multi-task in a fast-paced environment, have the highest level of integrity and honesty, capability to continue working towards more efficient ways of completing tasks, ability to communicate with individuals of all levels, dependable and be a great team player.

Applicants will need to complete our online application and email it along with your resume and cover letter to Chief Tope at jtope@pinewoodfire.org

Applicants can find the application by going to www.pinewoodfire.org

Deadline to apply is May 12th, 2021

Benefits to include:

Medical Insurance (including health reimbursement account)

Dental Insurance

Life Insurance

ASRS Retirement Pension

Tuition Reimbursement