

S.E. THURSTON FIRE AUTHORITY
709 Mill Road / PO Box 777
Yelm, WA 98597
Telephone 360-458-2799 / Fax 360-458-2766

POSITION DESCRIPTION FOR:

Office Manager / Payroll Specialist

Basic Function:

The Office Manager / Payroll Specialist is a full time paid position. This position is assigned to the office of the Fire Chief to assist in the management of day to day administrative operations of the Fire Authority. This position will provide administrative, financial and information management support to the Fire Chief, Board of Commissioners and staff.

Reports To:

This position reports to the Fire Chief. The Board of Commissioners relative to the legislative and board support functions and activities may provide direction, through the Fire Chief, as needed.

Supervises:

This position supervises Receptionist and Administrative Assistant positions.

Duties & Responsibilities:

Administrative Services

1. Attend all meetings of the Board of Commissioners and record the contents of such meetings into minutes, which shall be maintained by this position.
2. Ensure the preparation and maintenance of all resolutions, as directed by the Board of Commissioners.
3. Provide certified copies of public records generated by the Authority or Board, as requested on the public records request forms authorized by the Authority.
4. Ensure the preparation and maintenance of records of correspondence to and from the Board of Commissioners.
5. Set agendas for the Board meetings, at the direction of the Board and Fire Chief or designee.
6. Data entry and file maintenance on the following: Budget, Cost Accounts, Personnel, Training, Medical, Contracts, Agreements, Vehicles, Equipment, Maintenance, Inventory, Hydrant, Correspondence, Forms, Supplies, etc.

7. Develop and maintain suspense system to ensure timely dispatch of reports, correspondence and recurring periodic Authority obligations to facilitate ease and coordination of managing processes of the Authority.
8. Maintain knowledge of Authority requirements by reviewing documents, laws and bulletins to assure compliance and board support.
9. Perform various typing and computer input tasks including, correspondence, reports, memos and spreadsheets.
10. Coordinates deliveries, repairs, installations, etc.
11. Coordinate delivery and pick up services for the Authority.
12. Perform any other services of an administrative, clerical, bookkeeping or secretarial nature, not specifically described herein, that may be required and assigned by the Fire Chief.
13. Publish monthly administrative Authority calendar.
14. Serves as the Authority's official Records Retention Officer. Provides for the retention, protection and preservation of Authority records. This position will also oversee the receiving and processing of all requests for inspection of Authority records and for the copying of Authority records pursuant to RCW 42.17.250, et seq.

Personnel Management

1. Supervises and evaluates non-response support positions as assigned to assist with clerical and financial activities by delegating tasks.
2. Prepare, maintain and verify the accuracy of all employee information posted to time records, leave authorization submittals, compensatory time certifications and all other employee records the Authority is required by law to prepare and maintain such as wage, tax, retirement, insurance, and financial reports.
3. Provides assistance in developing position descriptions to assure identification of job requirements, knowledge skills and abilities necessary to accomplish the responsibilities of the position.
4. Attends conferences and seminars for training, education and to increase/enhance knowledge, skills and abilities necessary to fulfill the responsibilities of the position.

Financial Management

1. Prepares and maintains all accounting records in accordance with BARS standards. Accounts Payable, Accounts Receivable, Payroll, Employee Benefits, Petty Cash, Bonds & Grants.

2. Prepare billings, vouchers and payroll for payment of Authority obligations, in advance of Board meetings. Distribute warrants when received by County Financial Services.
3. Prepare an annual budget and periodic financial reports meeting all legal requirements regarding the Fire Authority. Prepare Quarterly Reports. Prepare W-2 & W-3 documents. Prepare and be available to assist with audits performed by the State every two (2) years.

Minimum Qualifications:

1. Associate degree in business administration or related field with two (2) years working experience.
2. Bachelor's degree in business administration or related field with one (1) year working experience.
3. Washington State Drivers License. A good driving record must be maintained.
4. Must be able to pass a criminal and driver's license background check.
5. Working knowledge of government accounting practices (BARS), ADP pay role practices, and Springbrook Software (BIAS).

Knowledge and Skills:

1. Knowledge and ability to efficiently manage records and files.
2. Basic business bookkeeping.
3. Business math.
4. English grammar, proofread and correct business correspondence and reports for punctuation, spelling, grammar and formatting.
5. Knowledge of business etiquette and basic office procedures.
6. Typing 60 word per minute.
7. Ability to efficiently operate and use computer software such as Microsoft Word, Excel, Quicken and other database software.
8. Ability to think and act quickly, calmly and effectively in emergency situations.
9. General knowledge of all applicable payroll laws and procedures.
10. Ability to communicate effectively, orally and in writing, with the public and co-workers.
11. Ability to be self-directed and work without supervision.
12. Ability to work on multiple tasks.
13. Ability to cope with high stress situations.

Equipment / Mechanical Aids Used:

1. Must possess a working knowledge of computers, fax machines, photocopiers, printers, telephones.

Working Conditions:

1. The primary duties performed are such that most will be completed in the office, however, work outside the office is allowed if approved by the Fire Chief. This position must be able to work effectively with frequent interruptions.

The duties and responsibilities above are intended only as illustrations of the various types of work that may be performed. 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.