



EMPLOYMENT OPPORTUNITY

OFFICE MANAGER/PAYROLL SPECIALIST

- DATE OPEN:** January 1, 2025 **DATE CLOSED:** Open Until Filled
- CLASSIFICATION:** Non-Exempt (Represented by OPEIU Local 8)
- WAGES:** \$104,427.24 - May be negotiated higher based on experience
- BENEFITS:** Retirement (PERS 3), matching deferred comp, paid vacation and sick, longevity pay, annual cost of living increases, 100% medical, dental, and vision for employee and family paid by employer.
- POSITION DESCRIPTION:** Provides comprehensive administrative support to the Fire Chief, Department staff and the Board of Fire Commissioners. This position is responsible for the preparation and completion of payroll, accounts payable, accounts receivable, petty cash, bonds, grants, as well as preparing documents and taking minutes for the Board of Fire Commissioners meetings.
- WORK SCHEDULE:** Monday - Friday (**8am to 5pm**) and occasional evenings (*approximately one per month*).
- MINIMUM QUALIFICATIONS:** This is not an entry level position. A bachelor's degree in business administration or related field with one (1) year experience in a government entity or similar setting is required, or an associate degree in business administration with two (2) years' experience in a government entity or similar setting. Individuals must have a working knowledge of government accounting (BARS), ADP pay role practices, and Springbrook Software (BIAS).
- DESIRED QUALIFICATIONS:** Background in Human Resources, familiar with the interworking's of a fire department to include competitive bidding, public work projects, workers comp, public levies, and bonds.
- PROCESS:** Please submit a letter of interest, resume, and background waiver to: Hiring@setfa.org
The waiver can be found at <https://sethurstonfire.org/office-manager-position-announcement-2/>
- QUESTIONS:** Email - Hiring@setfa.org

S.E. THURSTON FIRE AUTHORITY OFFICE MANAGER/PAYROLL SPECIALIST APPLICATION PROCESS

PROCESS: Please carefully read all instructions for applying for this position.

DEADLINE: Interested candidates should visit SE THURSTON FIRE AUTHORITY website at www.sethurstonfire.org.

Applicants who successfully submit a letter of interest, resume, and waiver will be eligible to be invited for an interview and complete further application paperwork requirements.

Successful applicants should expect to participate in further testing processes including but not limited to an interview, chief's interview, background check, and drug testing.

APPLICATION INSTRUCTIONS:

1. You may download and obtain a copy of the agency's application, position announcement, job descriptions, and background waiver from <https://sethurstonfire.org/office-manager-position-announcement-2/>
2. You must submit a letter of interest, resume, and the SE Thurston Fire Background Waiver in its entirety.
3. You must complete all the information on the background waiver. It must also **be notarized prior to submitting**.
4. You must **submit** the following documents by **January 20th at 5PM**.
 - Letter of Interest
 - Resume
 - Background Waiver
5. Additional documentation required upon successful completion of the interview process:
 - A copy of your education.
 - If requesting Veterans' Preference, a copy of your DD214.
 - Proof of valid U.S. driver's license (by hire date).

- A current 5-year driving abstract.
- All other certifications / documents you would like considered.

6. The deadline for applying is **January 20, 2025, by 5pm**. Postmarks will not be accepted.

7. First interviews will be **January 23, 2025**.

Or

A. E-mail documents to: Hiring@setfa.org, with
“**2024 Office Manager**” in the *subject* line, or

B. Hand-deliver or FEDEX/UPS application and documents to:
**709 Mill Rd SE Yelm,
WA 98597**