



King County Fire Protection District #2

Position Description

Administrative Assistant

Division: Administration

Job Status: Full-Time, 40 hour per week schedule, Monday through Friday

Reports To: Finance & Office Manager

Job Classification: Non-union, salaried FLSA Exempt

Salary Range: \$60,000 - \$75,000 DOQ

Opening Date: January 17, 2025

Closing Date: February 7, 2025

GENERAL RESPONSIBILITIES

The primary responsibility of the Administrative Assistant is to support the financial division of King County Fire Protection District #2 in compliance with the Washington State Auditor's Budgeting, Accounting and Reporting System (BARS). This individual performs comprehensive administrative and accounting duties that include compiling, reconciling and submitting vouchers, reconciling all District accounts held by King County, and performing other administrative and receptionist functions as required. The position is responsible for the preparation and process of all accounting records. Duties may include, but are not limited to the following:

ESSENTIAL DUTIES AND FUNCTIONS

Accounts Payable:

1. Maintain department records by recording revenue and expenditures of the District and financial records by way of the BARS.
2. Maintain and process the District's accounts payable and prepare monthly vouchers for the Board of Commissioners Meeting.
3. Responsible for the BARS system of balancing and recording revenue and expenditures of the District financial records in compliance with King County Comptroller and State Auditor's requirements.
4. Prepare, format, establish, and maintain revenue and expenditures of the District's finances.
5. Maintain and process District accounts payable and receivables. Prepare and balance monthly vouchers for approval at the Board of Commissioners meetings.

6. Analyze, interpret, maintain and balance all department funds and records (Expense, Reserve, Pension, Construction and Bond Funds) including monthly, quarterly and year-end reports with the King County Comptroller reports. Provide these reports to the Fire Chief and Finance Manager.
7. Prepare and provide all accounting reports including the District's financial registry report, receipt records, and any other information as required by the State Auditor for the annual audit.
8. Process, prepare and maintain records of Internal Revenue Service Miscellaneous Income 1099's according to IRS regulations.
9. Maintain vendor W-9 forms for Taxpayer Identification Numbers.
10. Balance and maintain accounting records of deposits with District receipt books and King County Comptroller report cash transmittal forms.
11. Invoice, review and collect funds from other Fire Districts and/or businesses, and maintain those account records.
12. In conjunction with the Inspection division pertaining to the District's Annual Business Fire Code Permits: issue receipts, record paid business payments, and notify Fire Recovery of payment.
13. Provide and perform any other duties as assigned by the Fire Chief or Finance Manager.

Receptionist/Office Assistant:

1. Perform receptionist duties, which include greeting visitors, addressing public inquires, providing requested information, managing phone calls, handling mail and package deliveries, handling email requests, and assisting the public effectively.
2. Establish and maintain department files and records as required.
3. Assist the public by performing various tasks, which may include conducting blood pressure checks, and directing questions to the appropriate personnel.
4. Provide Fire District Receipts to the public for Food Truck, Residential Underground Storage Tanks, or Special Permits and forward necessary information to the King County Fire Marshal's Office.
5. Purchase and maintain inventory of all office supplies for the District.
6. Create and organize files for each New Year.
7. Complete Public Record Requests for fire, aid, and miscellaneous reports.

8. Receive process and track donations for the District and Aid Program. Prepare and send thank you notes to acknowledge donations received.
9. Prepare and perform Bank Deposits.
10. Maintain, organize and prepare records for department events including Fire Prevention Month, Kids Day, and Annual Appreciation Banquet.
11. Provide and/or process forms for FMO Flow Hydrant Access Review, Station Tour Requests, and Meeting Room Requests.
12. Perform all other duties as assigned by the Fire District Officers and Board of Commissioners.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and college course work, or any combination of higher-level education, training, and equivalent experience. A minimum of three to five years of responsible administrative and financial office work experience. Trained in financial accounting practices, general office skills, and computer software applications.

Knowledge Of:

- General accounting practices (GAP) and familiarity with the general principles of public administration and organization.
- Revised Codes of Washington (RCWs) and Washington Administrative Codes (WACs) pertaining to the fire service. (Preferred)
- Customer service etiquette.
- Office communication skills and requirements.
- Demonstrates a degree of proficiency in the use of the Microsoft Office suite applications including Word, Excel, Outlook, and Teams.
- Financial computer software applications, i.e. Springbrook Software (Preferred)
- Generally accepted professional filing, sorting, and organizing practices.
- Correct English usage, spelling, grammar, and punctuation.

Ability To:

- Establish and maintain positive public relations and cooperative working relationships.
- Interact with the public in person and on the telephone.
- Perform a variety of advanced financial and clerical tasks.
- Work independently and analytically.
- Follow verbal and written directions.
- Complete advanced math calculations and reconciliations.
- Operate a variety of general office equipment including a telephone console, computer, copier, facsimile, and printer.
- Demonstrate initiative and exercise good judgment in the performance of duties.

Accountability:

The position is accountable for the timely completion, quality, and accuracy of assigned tasks and must be proficient in standard office word processing, spreadsheets, and database records systems. Punctual and reliable attendance based on an assigned schedule is essential for successful job performance in this position.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job.

Work is performed in an office environment with occasional public contact. While performing the essential functions of this job, the position may require prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The qualified applicant must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work is performed mainly during regular office hours; however, on occasion, the qualified applicant may be asked to attend meetings or agency events outside regular office hours.

COMPENSATION AND BENEFITS:

- \$60,000 - \$75,000 DOQ
- Medical and Dental Insurance
- PERS Retirement
- 457 Retirement Plan
- VEBA Retirement Plan
- Vacation
- Holiday
- Sick Leave
- Longevity Pay
- Education Pay Incentive
- Health Incentive Pay

To apply, please submit your cover letter and resume to: hrrsupport@King2FD.org

In the Subject Line of your Email, please include: *KCFD2 Administrative Assistant*