

Hebgen Basin Fire District

Position: Administrative Assistant

(Date Last Amended: April, 2017)

RESPONSIBILITIES:

Responsible for a bi-weekly payroll, appropriate reports, and payments. Responsible for quarterly payroll reporting and annual tax reporting. Maintains ambulance billing software, accounts, and payments. Processes accounts receivable and maintains accounts payable accurately to provide budgeting figures and annual reporting for the District. Works with the County offices regarding both and balances monthly to assure accuracy in-house and at the County level. Maintains the District website and provides first line technology assistance. Keeps minutes at Board meetings, prepares official minutes and maintains Board of Trustee records. Performs other clerical and administrative duties as required to support crew, patients, public, and assistant chief and chief. Acts as notary public for the District, staff, board, and public. Responsible for digital and paper file management.

SUPERVISION RECEIVED:

Works under the direct supervision of the Fire Chief and Board Chairman.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains digital and paper files, documents, and records.

Responsible for ambulance billing including invoicing and receiving payments. Works closely with insurance companies and patients to assure timely payments and minimal loss of revenue.

Responsible for maintaining accounts receivable records, preparing bank deposits, and reporting to County.

Responsible for claims data, preparation, and distribution. Maintains accounts payable records.

Assist with budgeting reports.

Administrative reporting including worker's compensation, unemployment insurance, FIT, SIT, etc., as needed.

Responsible for bi-weekly payroll and the appropriate payments and reports.

Fiscal balancing with County.

Works with collection agency on delinquent accounts.

Answers phones and routes as necessary. Takes messages.

Receives and distributes mail.

Board support including claim preparation, recording minutes, and records management.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and documented responsible related experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Ability to learn new computer software and adapt to updated technology advances.

(B) Skilled in operation of listed tools and equipment.

(C) Ability to perform bookkeeping duties accurately.

(D) Skilled in verbal and written communication; ability to effectively meet and deal with the public.

(E) Ability to handle stressful situations.

(F) Ability to operate in an environment that requires confidentiality both in and outside the organization.

(G) Organizational skills.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Phone; personal computer including word processing software, accounting software, ambulance billing software, various online reporting tools, and website building tools; copy/fax/scanning machine; base radio; 10-key.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Ability to be bonded and a notary public. The employee is required to live within the boundaries of the Hebgen Basin Fire District as a condition of employment.

The duties listed 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. During times of large incidents or major emergencies the Administrative Assistant will be required to work to support the response organization. This can require long hours under stressful circumstances.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS

This is a full time non-exempt position that is covered by the Montana Public Employees Retirement System. Vacation and sick leave are provided in accordance with the District's policies. The District pays 75% of company provided health insurance.

SALARY

Salary range is between \$28,000 and \$39,000 with the starting salary commensurate on education and experience.