

	<b>Fenton Fire Protection District Employee Manual</b>	
	<b>Job Descriptions</b>	
	<b>Subject:</b>	<b>Administrative Support</b>
	<b>Section: 260.2</b>	<b>Initiated: January 1, 2007</b>
	<b>Pages: 3</b>	<b>Reviewed: January 4, 2024</b>
<b>References:</b>		

### **Overall Responsibilities**

Under the direct supervision of the Office Manager, this position is responsible for producing and maintaining administrative assignments, reports, and files on a day-to-day basis that are necessary and vital to the Fenton Fire Protection District.

### **Essential Duties and Responsibilities**

- Payroll – Prepare bi-weekly payroll for all district employees. Keep accurate worksheets and verification to validate each payroll.
- Accounts Payable – Process accounts payable and keep accurate records for providing year end statistics to the Office Manager, assist in preparation bi-monthly Board Meeting and update budget report twice a month.
- Accounts Receivable – Review all EMS reports to determine billing status, notification of billable patients to third party biller, reconcile third party biller reports (monthly transports, payment and write off reports). Document deposits and receivables for monthly reporting, execute remote deposits.
- Front Desk Responsibilities – Greet all visitors and answer phones, assisting visitors and callers in a courteous and professional manner. Distribution of incoming/outgoing mail and packages. Process requests for patient information, fire reports and RFP's/bids.
- Assist Office Manager with daily activities.
- Assist in keeping accurate records of district assets, fixed assets and capital improvements.
- Serve as notary for the district.
- Verify ACH transfers for retiree insurance reimbursement.
- Maintain office supply stock and prepare orders as needed.
- Assist in new hire process mailings and test preparation, acceptance of Letter of Intent and greet and guide applicants during testing and interviews.
- Maintain records and files. Organize and maintain both physical and digital filing systems.
- Assist in writing, overseeing and implementation of grants.
- Assist in preparing reports for the Fire Chief's Annual Report, motor vehicle reports, Employee Benefit Statements.

- Assist with updates to District manuals (i.e. SOG, Employee, Office Procedural Manual)
- Coordinate and balance all duties with the other administrative support personnel.
- Assist the Management Team, Operations Committee, Accreditation Manager and Fire Chief with recommendations for reaccreditation by CFAI.
- Participate in continuing education and development as assigned.
- Other duties as assigned.

#### **Division of Fire Prevention, Investigation, and Code Enforcement Office Responsibilities**

- Receive, calculate fees, and receive fees for permits for commercial and residential development, occupancies, tent, fireworks, and bonfire permits.
- Electronically attach business inspection reports to occupancy records and update business information in Software utilized by the Fire District.
- Prepare hydrant resolutions and letters.

#### **Skills and Attributes**

- Proficiency in the following computer programs:
  - Microsoft Word, Excel, Access, Publisher, Outlook
  - Image Trend Elite Reporting Software
  - Accounting Software (Great Plains, QuickBooks, etc.)
  - Paylocity Payroll Program
  - Any other Software utilized by the Fire District
- Typing
- Excelled verbal and written communication.
- Ability to establish and maintain cooperative working relationships with fire district personnel, other agencies and the general public.
- Independent judgment to plan, prioritize and organize diversified workflow.
- Knowledge of office procedures and operation of standard office equipment.
- Ability to handle sensitive and confidential information.
- Knowledge and understanding of District's mission statement.
- Participate as part of a team.

#### **Supervision**

##### ***Received From***

Works under general supervision of the Office Manager

##### ***Exercised Over***

None

#### **Minimum Qualifications Required:**

- High School Diploma or equivalent
- Valid driver's license
- Age 21 or older
- Accounts Payable/Accounts Receivable Experience

- Payroll Experience
- General Office Experience: 3 Years (Required)Microsoft Office (Excel, Word and Outlook)  
Experience: 1 Year (Required)

**Qualifications Preferred:**

- Associated Degree from an accredited college or university in business- or business-related field
- Bookkeeping Experience
- Insurance / Benefits Coordination Experience