



AMHERST FIRE DISTRICT
Position Description
ADMINISTRATIVE ASSISTANT

PURPOSE OF THE POSITION:

Perform financial, administrative, public education, and other support functions for the department. Serve as a confidential assistant to the Fire Chief. The work is performed under the direction of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Primary responsibility is to manage the financial aspects of the AFD.
 - Reconciliation of bank statements;
 - Accounts payable and receivables; (issue checks to pay bills and create invoices to collect funds; deposit revenue as received and maintain all documentation);
 - Payroll processing (including necessary IRS documents);
 - Compilation and processing of data for reports utilized by the Amherst Fire District, Fire Commission, Public Safety Committee, and others as deemed necessary.
- Receives telephone calls and greets visitors, determines the nature of business as necessary and directs the callers to the appropriate office and personnel.
- Schedule meetings on behalf of Fire Department staff as needed.
- Attend and participate in meetings of the Amherst Fire and Safety Commission; prepare and present 'treasurer' reports and serve as meeting minute taker. Serve as clerical support for commissioners.
- Compose and/or type correspondence, memos, reports, forms, meeting agendas, minutes and other documents as requested and post (to website) accordingly.
- Assists with data entry and management for the Fire Department, including EMS reporting to Portage County, WARDS and NFIRS Fire Reporting.
- Responsible for scheduling of full-time and part-time Ambulance staff.
- Assists with scheduling public education and public relation events for the Fire District
- Assists with re-ordering of equipment and supplies for expansion or restocking purposes.
- Assists with updates to fire department websites and social media sites.
- Responsible for receiving and distributing mail items to the Fire Department.
- Responsible for the filing systems used for record keeping, including but not limited to paper files, google drive, and others.
- Performs a variety of other duties as directed by the immediate supervisor or Fire Chief.



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MINIMUM REQUIREMENTS

- High School Diploma or equivalent and three years administrative experience preferred.
- Ability to proficiently utilize technology, software, and hardware in an office environment.
- Ability to type at a minimum of 60 words per minute.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively both orally and in writing.
- Demonstrated decision making skills and ability to work with others.
- Possession of a valid driver's license with the ability to legally operate a motor vehicle within the State of Wisconsin.

HOURS OF WORK

The Administrative Assistant is a part-time (20 hours/week), hourly position and will be required to work on location at the fire station during normal business hours. The workday schedule is somewhat flexible. Amherst Fire and Safety Commission meetings are held on the third Monday of each month at 6 p.m. at the station.

EEO Statement: It is the policy of the Amherst Fire District not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.