



Blue Ridge Fire District

Employment Opportunity

ADMINISTRATIVE BOOKKEEPER:

OVERVIEW:

The Blue Ridge Fire District is seeking a qualified individual or agency to provide general bookkeeping, payroll, and administrative duties as assigned by the Fire Chief. At this time, the position is part time with an expected work load of approximately 8-16 hours per week. Additional work hours may be required on an "as needed" basis.

Application and resume must be received no later than 4pm on October 31, 2017.

The Blue Ridge Fire District is located in rural northern Arizona, approximately 40 miles south of Winslow and 50 miles north of Payson on Hwy 87.

QUALIFICATION, KNOWLEDGE, AND SKILLS:

- Certified Public Accountant (CPA) preferred not required
- Candidate must possess a working knowledge of Quick Books and Microsoft Office Suite including but not limited to Excel
- Candidate must possess strong verbal and written communications skills and the ability to work well with others as part of a team
- Candidate should be dependable, trustworthy, and possess the ability to maintain confidentiality
- An understanding of Arizona statutes and laws governing Arizona fire districts is desirable
- Ability to comply with District policies and guidelines

DUTIES AND RESPONSIBILITIES:

Performs all duties associated with business operation including but not limited to:

- General bookkeeping duties such as preparation of checks/warrants
- Set up and process employee payroll and associated benefit accounts
- Preparation and execution of all employer tax requirements
- Banking duties to include account reconciliations and account transfers
- Maintain an orderly filing system and ledger
- Prepare monthly District Board financial reports
- Attend monthly Board meetings and provide additional financial information to the Board as required or requested
- Maintain compliance with Federal and State government reporting requirements
- Assist management with preparation of annual budget
- Ensure weekly on time payment of invoices/bills
- Provide administrative support to management
- Maintain consistent in the office hours
- Other duties may be assigned as needed or required



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HOW TO APPLY:

- Complete a Blue Ridge Fire District employment application (Application is available to download from our website at: www.brfdaz.org under EMPLOYMENT OPPORTUNITIES)
- A resume and cover letter must be included with the candidate's application
- Applications and supporting documentation may be scanned and emailed to info@brfdaz.org or submitted in person or by mail to:
Blue Ridge Fire District
5023 Enchanted Lane
Happy Jack, AZ 86024
928-477-2751
- Faxed applications will not be accepted without prior approval of the Fire Chief

Salary commensurate with approved BRFD wage scale

The Blue Ridge Fire District is an equal opportunity employer