

**SPOKANE COUNTY FIRE PROTECTION DISTRICT #11**  
**DISTRICT SECRETARY NEEDED**

Spokane County Fire Protection District # 11 is seeking a qualified secretary to provide part time secretarial and administrative support to the Fire Chiefs and the Board of Fire Commissioners. This individual will be responsible for all bookkeeping duties including payroll, taxes, A/P's, A/R's, the budget, the Annual Report and record keeping. They will also coordinate HR services for all new and current District 11 staff. Must be at least 18 years old with proficiency in Microsoft Office, various accounting software applications, and excellent verbal and written communication skills. Applicants will be selected for interviews based on strength of qualifications listed on their resume and cover letter. The successful candidate must pass a criminal background check. Cover letter and resume can be submitted via email to [spokan.f11@frontier.com](mailto:spokan.f11@frontier.com); faxed to 509-291-3037 or mailed to SCFPD#11, PO Box 65, Rockford, WA 99030. The deadline to submit your cover letter and resume is Friday, May 12, 2017.