

North Star Volunteer Fire Department

2358 Bradway Road North Pole, Alaska 99705 (907) 488-3400 Geoffrey L. Coon-Fire Chief

Office Manager

Application Packet

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Application Packet Office Manager

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May 17, 2022

Dear Candidate,

On behalf of the entire crew, I would like to thank you for applying to join our team! We are a busy combination paid/volunteer fire department in the Interior of Alaska and are looking for an office manager that wants to be a team player, has integrity, and possesses a strong work ethic. We believe that our department is on a path to excellence and already has a team of volunteers and paid staff that places us second to none.

A successful candidate will be responsible for managing multiple income streams in accordance with normal accounting practices as well as nonprofit accounting status. Our department is looking for an office manager that has a strong clerical and accounting background.

Thank you,

Geoffrey L. Coon Fire Chief North Star Volunteer Fire Department 2358 Bradway Road North Pole, AK 99705 907-488-3400



North Star Volunteer Fire Department

2358 Bradway Road, North Pole, Alaska 99705 Phone: (907)488-3400 Fax: (907)488-6118 Geoffrey L. Coon, Fire Chief

POSITION TITLE: Office Manager SALARY: \$24 - \$34 per hour, DOE

STATUS: Regular Full Time FLSA: Exempt

BASIC FUNCTION:

Perform technical accounting tasks for financial information, processing, and reporting. As assigned, maintain the accuracy, completeness, and integrity of general ledger account balances, budgets, accounts payables, accounts receivables, payroll, payroll tax liabilities, petty cash, banking, state, and federal quarterly reports and federal 990, assist the Fire Chief with budget development and tracking. Work is performed under the administrative direction of the Fire Chief.

TYPICAL DUTIES:

- 1. Review and monitor purchases for the budget appropriation of expenses, account distribution, allowability, and availability of funds, including Federal and State grants.
- 2. Perform general ledger file maintenance functions for assigned funds.
- 3. Prepare budget and journal entries for designated funds.
- 4. Prepare various reconciliations allocations and reports and perform special accounting projects for internal and external purposes.
- 5. Prepares and presents reports, financial statements for various department heads, commissioners, board of directors, and government agencies.
- 6. Prepares review and audits to include year-end CPA.
- 7. Prepares and assists in recording and transcribing meetings as assigned by the Fire Chief.
- 8. Supervise Data entry into the NFIRS database. Assure reports are completed promptly and file monthly reports with the state of Alaska's Fire Marshal's Office.
- 9. Supervise Administrative office staff as assigned by the Fire Chief.
- 10. Provide a full range of complex administrative support for the entire department with primary attention to the Fire Chief and the Chief Officers on a wide variety of projects such as organization, preparation, and distribution of budget, financial documents and other tasks and projects.
- 11. Provide administrative support to the Fire Chief and Chief Officers, including typing correspondence, reports, and documents. Serve as a receptionist when necessary.

- 12. Assist in developing and preparing policies, programs, and procedures that maintain a creative and result-oriented HR department. Assist with interviews and reference checks.
- 13. Explain personnel policies, procedures, health, and retirement benefits to new and existing employees.
- 14. Coordinate and supervise all office functions.
- 15. Provide public assistance in the front office.
- 16. Coordinate the groups efforts through the Fire Chief for the NSVFD functions (open house, award banquet, Christmas party, potlucks, etc.)

MINIMUM QUALIFICATIONS:

- 1. An associate degree or up to 5 years of accounting, bookkeeping, and office management experience is required.
- 2. Demonstrate working knowledge of the basic principles of accounting, fund accounting, and budgetary accounting.
- 3. Demonstrate proficiency in Microsoft Excel, to include functions and linking. Microsoft Word experience preferred.
- 4. Must have recent, verifiable experience with automated accounting systems and expertise in maintaining a computerized general ledger, including data input, information research, and internal and external financial reporting.
- 5. Ability to function under stressful conditions with short deadlines.
- 6. Demonstrated ability to independently organize the workflow, interpret, and follow written policies and procedures.
- 7. Ability to perform accurate and concise reports in an organized and efficient manner.
- 8. Ability to establish and maintain effective working relationships with the public, coworkers, and volunteers.
- 9. Maintain the confidentiality of, employee files, patient records, and meetings.
- 10. Perform other duties as assigned by the Fire Chief.

JOB CONTACTS:

Public, NSVFD volunteer and Career firefighters and Emergency Services personnel, FNSB personnel, local, State and Federal elected officials, area fire departments and emergency service providers.

Hiring Process Chronology

Applications will be accepted between 0800 – 1700 Monday through Friday at the NSVFD Personnel Office

or may be mailed to:

North Star Volunteer Fire Department Attn: Fire Chief 2358 Bradway Road North Pole, AK 99705

Note: Include resume' with application

Resume' must include reference contact information

Position Posting:	May 17, 2022
Position Closed:	Open until filled
Interviews:	TBD
Hiring Decision:	TBD
Starting Date:	TBD

Please note:

These dates are subject to change to suit departmental needs. Candidates will be notified if the dates should change.

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North Star Volunteer Fire Department

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name				Date	
Address					
	Street	City	State	Zip	
Telephone number		Are you over 18 ye	ears old? Yes	No	
Are you authorized to w	ork in the U.S. on an	unrestricted basis? Y	es No		
How did you learn of th	is opening?				
Have you worked here b	pefore? Yes	No			
Have you been told the functions of the job?		the job or have you been sl	nown a copy of the job	description listing	the essential
Can you perform these	essential functions wit	h or without reasonable acc	commodation? Ye	es No	
Are there any hours, shi	fts or days you canno	t or will notwork?			
Shift preferred		Part-Time	Full T	ime	
Are you willing to work	overtime as required	? Yes No			
Have you ever been con employment.) If yes, de	-	Yes No (Convict	ion will not necessarily	disqualify an appl	icant for
EDUCATION	NAME & LOG	CATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School					
College/Univ.					
College/Univ.					
Other Training/Educat	ion				
In addition to your work company?	t history (next page), v	what other experiences, ski	lls or qualifications wou	ald especially fit y	ou for work with ou
POSITIONS APPLIE	ED FOR 1				
	Wage o	r salary desired? \$	_When can you start?		

WORK HISTOR	RY	May we co	ontact your present employer?	Yes	No
Most Recent E	mployer		Address Telephone		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title	e of Supervisor		•		
Description of Duties			Reason for Leaving		
Previous Employer		Address		Telephone	
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title	e of Supervisor				
Description of Duties		Reason for Leaving			
Previous Empl	oyer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title	e of Supervisor		•		
Description of	Duties		Reason for Leaving		
Previous Employer		Address		Telephone	
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title	e of Supervisor		•		
Description of Duties		Reason for Leaving			
certify that the am employed, nvestigation of understand that relationship at arbasis. I understand	false statements, omissions any of the facts set forth in t employment at this Company time, with or without pr	ication for En s or misrepre this applicat pany is "at wi ior notice, an	mployment are true and complete to sentations may result in my dismiss	sal. I authorize e Company ca statute. All en	n terminate the employment is continued on that
Foregoing. Date	Applia	ant's Signatur	re		
Jail	Applic	am s signatu	ıc		



North Star Volunteer Fire Department

EMPLOYEE AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I,	hereby authorize	
to release the	following job reference information to prospective employers:	
☐ Any infor	rmation desired by my prospective employer.	
	OR	
☐ Salary his	story (Starting:Final:)	
☐ Dates of e	employment (Hire Date:)	
Positions	held (Starting):	
☐ Final:		
	d responsibilities	
☐ Reasons f	for leaving	
☐ Eligibility	y for rehire (Yes:)	
Other		
I have review checked.	ved the above information and understand this is the data that will be released sl	hould my references be
Signature:	Date:	
Name:		
Social Securit	ty #:	
Release Expir	ration Date:	