



**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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Office Manager

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North Star Volunteer Fire Department

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

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.



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 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ Part-Time _____ Full Time _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (next page), what other experiences, skills or qualifications would especially fit you for work with our company?

POSITIONS APPLIED FOR 1. _____ 2. _____ Wage or salary desired? \$ _____ When can you start? _____

WORK HISTORYMay we contact your present employer? Yes No

Most Recent Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title 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 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 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 of Supervisor				
Description of Duties			Reason for Leaving	

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president has any authority to alter the foregoing.

Date _____ Applicant's Signature _____



**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 information desired by my prospective employer.

OR

Salary history (Starting: _____ Final: _____)

Dates of employment (Hire Date: _____ Term Date: _____)

Positions held (Starting): _____

Final: _____

Duties and responsibilities _____

Reasons for leaving _____

Eligibility for rehire (Yes: _____/No: _____)

Other _____

I have reviewed the above information and understand this is the data that will be released should my references be checked.

Signature: _____ Date: _____

Name: _____

Social Security #: _____

Release Expiration Date: _____