

Elk Creek Fire Protection District in Conifer, CO, welcomes applicants for the **part time** position of District Administrative Assistant. The District provides fire, rescue and EMS service to residents, businesses, and visitors to the community. For more information about the District, please visit www.elkcreekfire.org. The District Administrative Assistant responsibilities include:

- Managing the day-to-day office operations of the District
- Fielding incoming calls and walk ins
- Coding vendor invoices and processing payments
- Monthly entry of credit card purchases
- Assisting with the preparation of monthly board meetings
- Enter backup for medical transports and submit for billing
- Help with accounts receivable and collections

Qualifications of the Successful Candidate

The successful candidate will have experience assisting with both the operations and the maintenance services of a similar organization. Preferred qualifications include the following:

- Minimum 2 years' comparable experience with proficiency using Sage or a similar accounting program
- Intermediate to advanced level skills using Microsoft Excel
- Working knowledge of standard accounting practices
- Detail oriented with excellent organizational skills
- Excellent verbal and written communications skills
- Ability to work with limited supervision and effectively prioritize workload

Application Process

Interested candidates should submit a cover letter and resume, including references and compensation expectations. The District is an equal opportunity employer.

Applications may be emailed to: **employment@elkcreekfire.org**
Subject: "District Administrative Assistant – application"

The deadline for submitting applications is **October 30, 2020**. The District will review all applications and schedule interviews for up to three candidates. The final determination on hiring an administrative assistant will be made by the Fire Chief.