

TANGENT RURAL FIRE PROTECTION DISTRICT

JOB DESCRIPTION

POSITION TITLE: **OFFICE ADMINISTRATOR**
POSITION CLASSIFICATION: Exempt (Full Time)
SUPERVISOR: Fire Chief

The **Office Administrator** is responsible for planning, coordinating, evaluating and managing all accounting, financial, procurement and human resource systems for the district. Work in this position requires a high degree of coordination with other district members, independent judgment and professional decision making.

I. ESSENTIAL FUNCTIONS:

1. The Office Administrator receives general administrative direction and direct supervision from the Fire Chief within established goals, budget and boundaries set by district policy as well as applicable laws.
2. Attends all meetings of the TRFPD Board of Directors, prepares agenda packets and transcribes minutes.
3. Conducts thorough financial analysis and forecasting for long-term planning and budget development; identifies trends, opportunities and threats related to the district's financial position.
4. Prepares financial statements twice a month for the fire chief for review. Prepares month end reconciliation and financial reports for board approval.
5. Directs and participates in the coordination and preparation of the district's annual financial audit and maintains positive relations with the district's independent auditor.
6. Coordinates district payroll data with outside source who processes quarterly payroll reports, annual payroll reports and W-2's.
7. Performs all phases of the district's payroll, accounts payable and receivables, general ledger and fixed assets and monitors the district's cash management and debt administration.
8. Develops, prepares, and recommends financial policies and procedures, monitors internal controls and recommends changes to the chief as necessary.
9. Assist the Chief in preparing numbers for each year's proposed budget.
10. Produce the proposed, approved and adopted budget documents.
11. Responsible for all required advertising of budget meetings/forms and filing appropriate forms/documents with necessary county/state agencies.
12. Oversees the district's public contracting and purchasing policies and procedures ensuring state compliance with state law.
13. Maintains positive relations with district pre-loss and special counsel.
14. Tracks and maintains district employee's performance measurements.
15. Maintain W-4 and I-9 files on employees and volunteers

16. Oversees district worker's compensation program and family medical leave administration, member benefits, implementation and compliance.
17. Supports executive staff and board of directors in confidential personnel matters.
18. Keep employee Handbook up to date.
19. Keep Office Administrators Task Manual up to date.
20. Completes activity report for district.
21. Develop, or assist in the development of, new systems, procedures, handbooks, etc that support the district with more efficient operations
22. Conducts research for the district as needed (ex. Salary/benefit comparable, new policies, State statutes).
23. Perform other duties as assigned.

II. PHYSICAL/MENTAL DEMANDS/REQUIREMENTS:

1. Ability to sit, keyboard, and write for extended periods of time (90% of the job).
2. Ability to lift 5-10 lbs. to waist position (frequently).
3. Ability to handle stress of meeting deadlines (10-20% of the job).
4. Usual working schedule is forty-hour work week, however occasional evening and weekends work may be required
5. The employee must occasionally lift or move office products and supplies.
6. Routinely uses standard office equipment, especially computers and mobile devices.
7. In performance of the duties of this job, the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel objects, tools or controls, reach with hands and arms, climb stairs.
8. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors, hear, speak and communicate verbally using the English language, cognitive thinking and mathematical calculation capabilities, manual dexterity to manipulate papers, files financial records, keyboard, 10-key, mouse and telephone.
9. Regularly driving required locally and long distance.

III. MINIMUM QUALIFICATIONS FOR THE POSITION:

1. High School Diploma or equivalent. Associate degree in business, public administration, accounting, finance or related field.
OR
Any Equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job.
2. Three years of progressively responsible office work experience.
3. Proficiency with QuickBooks Premium Financial Suite or other comparable system.
4. Knowledge of generally accepted accounting principles (GAAP), Oregon Local Budget Law, Federal fringe benefit regulations, workers compensation law, and other pertinent Federal, State and Local laws.

5. Knowledge of office practices, procedures, and equipment including computerized accounting and software systems
6. Ability to take direction but also work independently and develop solutions to problems.

VI. PREFERRED QUALIFICATIONS:

1. Bachelor's degree in business, public administration, accounting, finance or related field.
3. Experience with rules governing the public sector (ex. public meeting laws, public budgeting procedures, and Oregon Statutes and Administrative Rules).

Appointees will be subject to completion of a standard twelve-month probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Supervisor Signature: _____

Date: _____