

**Pelham-Batesville Fire Department
Position Description**

Classification/Job Title: Administrative Assistant
Type of Work: Full-Time
Monday-Friday, 8:00 AM to 5:00 PM
Job Title of Supervisor: Administrative Assistant Fire Chief

Description of Position:

General Responsibilities:

The Administrative Assistant has many assignments that include payroll, tax reporting, record keeping, correspondence, reports and many other tasks and duties that may not be listed below. This position is vital to the overall mission of the department and requires an individual that is team oriented.

Specific Responsibilities:

- Responsible for general bookkeeping, payroll, tax reporting, accounts payable, accounts receivable, retirement records and other general reporting.
- Responsible for receiving and routing routine and emergency phone calls, as well as assisting the general public.
- Responsible for maintaining accurate and up to date financial records.
- Prepares monthly financial report and other reports for monthly board meetings.
- Responsible for all reports requested by county, state and federal government agencies, weekly tax payments, quarterly reports and W-2's.
- Responsible for reconciling all bank accounts.
- Prepares correspondence as requested by Board of Control, Fire Chief and Officers.
- Assist the Administrative Assistant Fire Chief with insurance claims, assists employees with proper handling of same.
- Responsible for office supply inventory.
- Perform some light dispatching duties.
- Serve on committees as requested by the Fire Chief.
- Complete related administrative duties as requested by the Fire Chief.

Minimum Requirements:

- High School diploma or equivalent
- S.C. Drivers license.
- Ability to type.
- Must have experience with Microsoft Office and QuickBooks.

Desirable Qualifications

- Experience in accounting/bookkeeping of 5 years or more.
- Training from trade school in accounting, secretarial and/or related areas.
- Associates Degree in Business or related field.
- Experience with use and operation of two-way radios.