



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT

The Golden Valley Fire District is now accepting applications for the position of Accounting Clerk/Administrative Assistant.

Wage Range: \$12.69 – \$20.22 per hour

Close Date: 04/29/21 5:00 PM

WORK PERFORMANCE SUMMARY: Under the direction of the Comptroller/Office Manager, the Accounting Clerk/Administrative Assistant performs a variety of routine clerical, accounting, reception, administrative and secretarial duties. Duties include greeting visitors, answering phones, distributing mail, scheduling of District facilities, agendas, minutes, public notices, accounts payable, accounts receivable, assisting in HR and payroll among other duties. The successful candidate must also possess basic computer skills and a working knowledge of office software applications, such as Microsoft Word, Excel, Outlook and QuickBooks. Knowledge of general office equipment, practices and procedures is also required to perform the related tasks.

Minimum Qualifications

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty as listed in the job description. Copy of the complete job description is available upon request. The applicant must also meet the following minimum qualifications:

- Minimum of 18 years old
- High school diploma or equivalent
- Valid Arizona State unrestricted Driver's License
- Must be able to read, write and speak the English language
- Must be able to pass pre-employment screenings
- Minimum 3 years accounting experience
- Must be able to type minimum 30 wpm

Compensation and Benefits

The following is a summary of benefits.

- Retirement stipend in lieu of state retirement plan.
- Health, Dental, Vision, Life Insurance coverage
- Health Savings Account contributions
- Paid Sick and Vacation Leave
- 8 Paid Holidays

To be considered for this position a completed application and resume must be submitted. Resumes will not be accepted in lieu of a completed application. Only the most qualified candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final selection will be made by the Fire Chief.

Applications are available from our website, at www.goldenvalleyfire.org, or picked up in person at our Administration office, located at 749 S. Egar Road, Golden Valley, AZ. Applications and resume must be received or postmarked by Friday, April 29, 2021 by 5:00 p.m. in order to be considered. Applications with resume will be accepted in person, via regular mail or emailed to gvfd@goldenvalleyfire.org. For questions, please contact Human Resources at (928) 565-3479.

GOLDEN VALLEY FIRE DISTRICT SUPPORTS A DRUG/TOBACCO FREE WORKPLACE AND IS AN EQUAL OPPORTUNITY EMPLOYER

749 S. Egar Road ▪ Golden Valley, Arizona 86413
Phone: (928) 565-3479 ▪ www.goldenvalleyfire.org