

# Now accepting applications for an Administrative Assistant

**Wage Range: \$38,270.00- \$54,850.00 annually**

**Close Date: Until Filled**

## WORK PERFORMANCE SUMMARY

This will be a shared service between Golden Valley Fire District and Northern Arizona Fire District; Must have the capabilities to travel. Under the direction of the Finance Manager/Comptroller, the 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 any other duties that are assigned. The successful candidate must also have basic computer skills and a working knowledge of office software applications, such as Microsoft Word, Excel, 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 travel between Golden Valley Fire District and Northern Arizona Fire District
- Must be able to read, write and speak the English language
- Must be able to pass pre employment screenings
- 3 years accounting experience preferred
- Must be able to type minimum 30 wpm

## Compensation and Benefits

The following is a summary of benefits.

- State retirement plan.
- Health, Dental, Vision, Life Insurance coverage, option for a HSA
- Paid time off.
- 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 interview process. Specific dates and times for interviews will be provided to those candidates once applications have been reviewed. The final selection will be made by the Fire Chiefs of the departments.**

**Applications are available from our website, at [www.northernazfire.com](http://www.northernazfire.com) or picked up in person at our Administration office, located at 2600 E Northern Ave, Kingman, AZ. Applications with resume will be accepted in person, via regular mail or emailed to [nafd@northernazfire.com](mailto:nafd@northernazfire.com). For questions, please contact Human Resources at (928) 757-3151.**