



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. Box 251
DELAWARE CITY, DELAWARE 19706-0251

Full Time Administrative Assistant

Salary:	Negotiable--- DOE
Benefits:	Included
Work Hours:	7am-3pm or 8am-4pm Full Time position
Opening Date:	July 27, 2020
Closing Date:	August 21, 2020
Position Type:	Administrative - (Non-Union)

Job Description

General Statement of Duties: Assists the Delaware City Fire Company with managing the day to day administrative duties of the company. This position has a broad range of flexibility in carrying out the daily duties and works under direct supervision of the President. This person will be a non-member of the Delaware City Fire Company.

Examples of Work:

- Manages Quick books and our internal purchase order system
- Creates purchase orders, pays invoices, and reconciles accounts
- Manages our internal asset management and work order system
- Orders all building related supplies (janitorial, beverages etc.)
- Assists the Building Chairman with coordinating building repairs and maintenance
- Assists with the annual Fund Drive
- Assist with preparing the annual operating and capital budgets
- Assists the Hall manager with booking the hall and performing an annual cost/benefit analysis on revenues and expenses
- Runs payroll for all employees and members receiving compensation
- All DMV Work, Bill of Sale, Title, Tags and Transfer, etc.
- Human Resources - Benefits, Health & Dental Insurance, State Pension
- Pays quarterly State and Federal taxes as required
- Recommends new / revisions to our administrative financial policies
- Coordinates our annual audit and submission to the Fire Commission
- Manages any workmen's comp claims in coordination with our insurance company
- Handles Mutual Relief Claims
- Pick-up Mail each day
- File Management
- Schedule adjustments to attend meetings
- Any additional administrative duties assigned by the President

Delaware City Fire Company is an Equal Opportunity Employer



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Required Knowledge, Skills and Abilities:

- Ability to display and promote a professional demeanor and appearance
- Ability to communicate effectively; both written and verbally
- Ability to promote a dedicated attitude of excellent customer service
- Thorough knowledge of managerial and clerical duties and practices
- Thorough knowledge of budgeting, purchase orders, and asset management
- Expert level experience in QuickBooks

Minimum Qualifications:

- 5 years' experience as an accountant, budget analyst or financial officer
- High School Diploma
- Thorough knowledge of Quick books, purchase orders and asset management systems
- Ability to run payroll, pay taxes, and run financial reports in QuickBooks
- Ability to obtain a valid EVO card within 6 months of hire date

Preferred Qualifications:

- Associates or bachelor's degree with course work in Business Administration, Management, Accounting or related field
- Certified Public Accountant
- Extremely knowledgeable in accounting and ledger entries

Please submit completed resume to:

President Paul Johnson, Sr.
P.O. Box 251
Delaware City, DE 19706

PJohnson@dcfc15.com
(302) 229-7059