

Frankford Volunteer Fire Company

P.O. Box 99 / 7 Main Street

Frankford, DE 19945

(302) 732-6662 / Fax (302) 732-9035

Administrative Assistant Job Description

DUTIES AND FEATURES OF THE CLASS:

This is a flexible, yet demanding position that involves providing support to the Administrative and Operational Officers of the Company. This is accomplished by providing general human resource duties, managing workflow, performing financial accounting functions, and directing a wide variety of support services in an independent office environment. The work requires the exercise of professional skill, initiative, and judgment.

EXAMPLES OF WORK:

Plans, organizes, and directs day-to-day office support activities under the general direction of the President, Treasurer, Fire Chief, or other Board of Directors; analyzes and makes recommendations regarding operating practices and procedures including personnel, work-flow and record keeping; provides and makes recommendations regarding purchasing and financial accounting practices and procedures; inventories, requests quotes, and orders supplies and equipment as requested; establishes and maintains system for tracking receipts and processing of invoices from vendors to ensure timely receipt and payment of bills; assists in budget preparation; schedules appointments and performs special projects; posts records as necessary; types a variety of material; receives and records money, makes deposits as required; prepares monthly and annual reports; reconciles statements; updates lists; enters data into computer and generates reports from such data; receives and responds to requests and other inquiries; meets and assists public with disposition of problems, questions, or requests; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles and practices of office management, planning, organization; ability to manage work through others; ability to make mathematical calculations and tabulations rapidly and accurately; ability to make decisions recognizing established policies, practices, and systems and to use judgment, resourcefulness and tact in meeting new problems; ability to establish and maintain effective working relationships with members, officers, representatives from other agencies, vendors, elected officials, and the general public; familiarity with generally accepted accounting principles, purchasing standards and practices; high level of interpersonal skills to handle sensitive and confidential situations; initiative to complete projects, tasks independently; ability to use accounting software such as QuickBooks.

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QUALIFICATIONS:

Minimum High School diploma or GED with experience in office operations and management; strong knowledge of Microsoft Office (Word, Excel, Outlook); excellent written and verbal communication skills; excellent customer service and organizational skills; detail oriented; experience in data collection which includes collecting, compiling, and maintaining data from multiple sources such as files, records, databases, customers, members or others.

Compensation:

- Part-time, 16-20 hours per week (flexible scheduling)
- No benefits
- Hourly compensation, \$18.00-\$22.00/hour

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening, including credit
- Pre-Employment Drug/Alcohol Testing
- Due to financial requirements, employee will be bonded

9/2022

