

# Fire District Administrative Assistant *(part-time)*

## Overview

The newly formed Kettle Moraine Fire District is seeking candidates for the position of Fire District Administrative Assistant. The Fire District Administrative Assistant will work approximately 12 hours per week. The Fire District Administrative Assistant is in charge of overseeing accounting of the district, including accounts payable, accounts receivable, payroll, WRS payments, quarterly tax reporting and submittals, year-end reporting and W2 reporting, and reconciliation of all bank accounts for the Kettle Moraine Fire District. The Fire District Administrative Assistant will need to be experienced and confident in accounting to ensure the district's accounting meets proper GASB audit standards. The Fire District Administrative Assistant also serves as the secretary for both the Fire Board and the Fire Commission. This requires preparing packets for meetings, and attending a regular monthly meeting to take minutes, as well as any special Fire Board meetings or any Fire Commission meetings. The Fire District Administrative Assistant may also be asked to perform other duties from time to time by the Fire Chief or the Fire Board members.

## Minimum Requirements for Application

- High School diploma or GED
- Minimum of two years' experience with either governmental accounting.
- Minimum of two years' experience with QuickBooks
- Effective oral and written communication skills
- Active listening skills
- Ability to assess and evaluate situations effectively
- Attention to detail
- Subject to a drug screen to the extent permitted by law
- Possession and maintenance of a valid driver's license

## BENEFITS

Position is part-time therefore benefits are not included. Participation on the Wisconsin Retirement System is possible if employee meets WRS qualifying hours.

## HOW TO APPLY

Your application should include the following components:

1. A cover letter that addresses your qualifications.
2. A resume.

Please submit your cover letter and resume to the Kettle Moraine Fire District, c/o Village of North Prairie Clerk, Rhoda Bagley via email: [rbagley@northprairie.net](mailto:rbagley@northprairie.net), or in-person or by mail at 130 N. Harrison Street, North Prairie WI 53153 by September 22, 2021.

The Kettle Moraine Fire District is an equal opportunity employer.

*Notice posted: WMCA & municipal websites: Town of Eagle, Village of Eagle, Village of North Prairie*