



WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14

Part-Time District Secretary Position

Job Description Summary:

This position performs a variety of technical, budgetary, accounting, administrative and clerical services as needed. The District Administrative Secretary serves as the confidential secretary to the Board of Fire Commissioners and works under the supervision of the Fire Chiefs. The District Secretary also serves (by resolution) as the Investment Officer/Cash Manager for the District.

In this role, you'll be involved in a variety of administrative and leadership tasks. The district administrative secretary helps ensure the district operates efficiently, manages finances, prepares reports and budgets, and helps manage grants. They also support the Fire Chief, Assistant Chief, Commissioners, and other agencies.

Duties and Responsibilities:

Duties and responsibilities will vary according to the work environment and may include, but are not limited to the following:

- Arrange, and attend all regular and special meetings of the Board.
- Create, prepare, assemble, and distribute all materials necessary for meetings.
- Record, prepare, maintain and distribute accurate minutes of meetings, meeting agendas, vouchers, resolutions, payroll, accruals, elections, and financial reports.
- Responsible for submitting the annual report to the State of WA, and the State Auditor (usually every three years) by preparing, submitting and explaining detailed financial documentation.
- Responsible for submitting the annual Unclaimed Property Report to the WA ST Dept of Revenue.
- Primary time administrator for the district with the responsibility for conducting all district payroll activities.
- Gather and process data in accordance with district policies and procedures and generate related reports as needed.
- Responsible for the professional management and completion of all assigned administrative functions and projects.
- Maintain and report all applicable records for employees and volunteers.
- Manage the receipt and distribution incoming and outgoing mail as instructed.
- Work with and maintain professional and positive relationships with other agencies, third party vendors and county departments.
- Ensure compliance with Federal, State, and County requirements related to administrative activities.
- Serves as Secretary to the local BVFF volunteer relief and pension board.

- Perform other duties as requested by the Board of Fire Commissioners or the Fire Chief.
- Occasionally transport objects up to twenty-five (25) pounds.
- Maintain the confidentiality of sensitive information, materials and inquiries.

Required Qualifications:

- High School Diploma or GED
- Administrative experience in a customer-focused environment
- Proficiency in Microsoft Office Suite and internet-based platforms
- Valid Washington State driver's license
- No criminal history or drug use.

Preferred Qualifications:

- Associate or bachelor's degree in accounting or a closely related field.
- Experience in local government accounting and integrating financial software applications.

At its sole discretion, Whatcom County Fire Protection District No. 14 may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Salary Information:

- Anticipated Hiring Range: \$25 to \$35 per hour (average hours 80 hrs. per month)

Why Join Whatcom County Fire Protection District 14?

- Work-life balance with part time hours
- Medical, dental, and vision coverage
- Lifetime pension through Washington State PERS
- Sick leave, Family and Medical Leave, and Long Term Care as directed by WA ST Dept of Labor & Industries