

Eastside Fire & Rescue

Job Description

Position Title: **Administrative Assistant**
Reports To: **Deputy Director of Administration**

FLSA Status: **Non-Exempt**
Revised: **July 8, 2021**

General Summary: The Administrative Assistant (AA) works at the direction of the Deputy Director of Administration (DD) and is responsible for assisting and supporting the functions of the Agency. The position reports to and is evaluated by the DD and is responsible for the completion of all assigned tasks in a confidential and effective manner. While filling the Finance Specialist or Payroll Specialist position, the AA reports to and is evaluated by the Finance Manager.

This position works as a team member, with minimal supervision, prioritizes work schedule, meets critical deadlines, and is expected to complete daily work with minimal instructions and/or guidelines.

Essential Job Functions – General:

1. Works collaboratively with team members to foster and maintain a culture within the Administrative Services division which reflects the values of the Agency.
2. Anticipates, assesses, and responds effectively to the needs of the Agency, employees, and customers.
3. Consistently provides excellent customer service that is timely, accurate and courteous.
4. Attends, participates, and/or takes minutes, at internal and external meetings and events.
5. Applies considerable knowledge and experience in the application/operation of multiple software programs. Creates and produces a variety of written materials including but not limited to forms, correspondence, manuals, policies, reports, and records.
6. Performs complex assignments in specialized functions. Develops and organizes workflow, within the assigned project, and provides written documentation on procedures and processes as needed.

Administrative:

1. Monitors, orders, and maintains inventory for office supplies and other office related items for the Agency.
2. Responsible for the distribution of mail and shipping/receiving of mail and packages.
3. Responsible for answering incoming phone calls to EF&R Headquarters and assisting walk-in customers.
4. May receive, account for, and safeguard cash, checks, agency credit cards or other valuables.
5. Prepares and edits materials and documents to ensure proper layout, arrangement, grammatical composition, and inclusion of all pertinent information.
6. Responsible for maintenance of the agency's document management system.
7. Assists with generating General Notices, Directives, Forms, and Policies.
8. Responsible for the research, coordination, and compliance of public records requests, electronic filing and archiving. Responds accurately and timely to public

records requests. Prepares responses for Records Custodian's approval, and promptly advises Records Custodian of any issues. Maintains confidentiality and complies with health information privacy laws (HIPAA).

9. Maintains and coordinates facility use and public room reservations. Assists in maintaining compliance for facility use rules and requirements.
10. Responsible for the registration of training requests for Agency personnel and makes travel arrangements as required.
11. Assists with agency file management (records retention schedules, contracts, CBA documents, etc.)
12. Participates on EF&R Annual Awards & Recognition Banquet committee.
13. Assists the Board Secretary and performs as Acting Board Secretary as needed.
14. Supports all EF&R divisions.
15. May be assigned to short-term backup in the Finance Specialist's or HR Specialist's absence.
16. Performs other duties as assigned.

Finance Specialist:

1. The Finance Specialist supports the Finance division with a wide variety of tasks and processes.
2. Responsible for the timely and accurate preparation and processing of agency Accounts Payable (A/P) and Accounts Receivable (A/R) in accordance with policies and procedures.
 - A/P duties include: Receives invoices for payment, ensures all required documentation is complete, reviews proposed budget codes for accuracy, enters data in accounting software, researches and resolves discrepancies and issues, maintains A/P files.
 - A/R duties include: Generates invoices according to established schedule using accounting software, monitors receivables and sends reminders for outstanding payments, researches and resolves discrepancies and issues, maintains A/R files.
3. Responsible for agency credit cards (safeguards, assigns, reconciles expenses with monthly statement, monitors card balances).
4. Responsible for vendor files, ensuring proper documentation is maintained (e.g., W-9's).
5. Trains employees on the agency's purchase order process.
6. Assists in monitoring budget expenditures.
7. Responsible for agency fuel cards and car wash tickets.
8. Prepares bank deposits.
9. Performs other duties as assigned.

Human Resources Specialist:

1. The Human Resources Specialist is responsible for assisting the Deputy Director of Administration with a wide variety of Human Resources tasks and processes.
2. Maintains absolute confidentiality of work-related issues, employee records, and Agency information; complies with health information privacy laws (HIPAA).
3. Responsible for maintenance of various HR files, including I-9's, agency personnel files and HRIS data.
4. Processes employee demographic changes and makes required notifications.
5. Assists with administration of employee benefits.

6. Maintains performance evaluation files and tracks completion.
7. Maintains OSHA logs and compliance posting.
8. Responds to requests for Agency wage and benefit information.
9. Coordinates employee retirement recognitions and supports the Annual Awards & Recognition Banquet committee.
10. Assists with recruitment and promotional processes.
11. Compiles and reviews data from varied sources and makes summary reports as requested.
12. Performs other duties as assigned.

Payroll Specialist:

1. The Payroll Specialist supports the Accountant and Finance division with a wide variety of tasks and processes.
2. Assists with payroll processing.
3. Assists with timekeeping duties.
4. Performs backup payroll duties.
5. Promptly responds to requests for employment verifications
6. Processes L&I Stay at Work claims.
7. Accurately processes quotes for staffing/equip at special events and deployments.
8. Assist with wildland billing as assigned.
9. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

1. Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
2. Requires knowledge of clerical and administrative skills to perform independently, regular and recurring activities requiring knowledge of the functions, procedures and purpose of the area to which assigned.
3. Requires knowledge and ability to work on special projects and tasks which call upon specialized abilities and knowledge possessed by the employee.
4. Requires exceptional customer service skills and professionalism to internal and external customers.
5. Requires ability to always exercise good judgment and while under stress.
6. Requires arithmetic ability to accurately calculate decimals and percentages.
7. Requires ability to communicate effectively, both verbally and in writing; ability to follow verbal and written instructions.
8. Requires ability to prepare for and take effective minutes during meetings.
9. Requires ability to operate standard office equipment.
10. Requires proficiency in Microsoft Office programs, including the ability to assist others on same.
11. Requires ability to work under pressure and to meet deadlines.
12. Requires ability to serve the public in a manner conducive to positive customer relations, in situations which may be stressful.
13. Requires ability to establish and maintain effective working relationships with supervisor, other employees both within and external to the Agency, and the public in general.
14. Requires ability to work with frequent interruptions.
15. Ability to plan and coordinate events, including travel logistics.

16. Ability to carry out bookkeeping duties.
17. Requires ability to learn and proficiently use current accounting software.
18. Knowledge and ability to learn purchasing, projects and contract administration, accounting, fixed assets, and records retention.
19. Knowledge of HIPPA and RCW's and other laws related to the maintenance, retention and confidentiality of patient and employment records. Ability to learn and comply with RCWs, WACs, and federal/state grant guidelines.

Education and Experience:

- High school graduate or GED is required, supplemented with a minimum of two (2) years' experience in a similar work situation and two years of progressively responsible related work experience. Public sector experience is preferred.
- Associate degree in a job-related field or Certificate of Achievement related to assigned duties (as listed below from Bellevue College), is preferred.
 - Administrative: Administrative Assistant Certificate of Achievement
 - Finance Specialist: Accounting Assistant Certificate of Achievement
 - HR Specialist: Human Resources Assistant Certificate of Achievement
 - Payroll Specialist: Accounting Assistant Certificate of Achievement
- Required to obtain and maintain a valid Washington State driver's license and a good driving record as identified in Agency policy.

Physical Requirements:

- Shall be able to read a computer screen, and various reports, letters, documents, and training materials.
- Must be able to drive personal and Agency vehicles.
- Shall be able to frequently communicate, express oneself, convey, converse, and exchange information with others.
- Shall be able to remain in a stationary position for long periods.
- Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
- Frequently ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels; seldom stoops, crouches, or crawls.
- Shall be able to move, transport, and/or position, material up to 25 pounds.
- Constantly operates a computer and other office productivity machinery (e.g., calculator, copy machine, computer printer, etc.).
- Constantly works in an indoor office setting; seldom works in outdoor weather conditions.
- Shall successfully pass the Agency's pre-hire background, psychological evaluation, and medical physical to include a drug screen.

Working Conditions:

Normally works a 40-hour week. The normal work week is defined in a separate Collective Bargaining Agreement. The work schedule may be adjusted to meet the needs of the Agency. Work may require evening, weekend, and holiday duty. Most work performed in an office environment, including various meetings and conferences. Standard office equipment is utilized.

Emergency/Alternate Work Schedule: To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule in the case of an emergency (e.g., epidemic, severe weather conditions, or other emergency situations).

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, procedures, and respective Collective Bargaining Agreement. The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp # _____