



Clio Area Fire Authority

3291 W. Vienna Rd
Clio, MI. 48420
Phone: 810-687-8506

Job Title: Part-Time Fire Department Office Administrator

Location: Clio, MI

Department: Clio Area Fire Authority

Reports To: Fire Chief

Job Summary: The Part-Time Fire Department Office Administrator is responsible for providing administrative support to the Fire Department. This includes managing office operations, managing monthly finances, and maintaining records using QuickBooks Online. This role ensures the efficient functioning of the department through effective administrative and financial management.

Key Responsibilities:

- Manage and organize office operations and procedures.
- Manage incoming and outgoing correspondence, including emails, phone calls, and mail.
- Maintain and update department records, files, and databases.
- Assist in the preparation of reports, presentations, and other documents.
- Schedule and coordinate meetings, appointments, and events.
- Process invoices, purchase orders, and other financial documents.
- Prepare and manage monthly financial statements and reports.
- Maintain accurate financial records using QuickBooks Online.
- Reconcile bank statements and monitor cash flow.
- Assist with budget preparation and financial planning.
- Provide administrative support to the Fire Chief and other department staff.
- Assist with the recruitment and onboarding of new employees.
- Ensure compliance with department policies and procedures.
- Perform other related duties as assigned.

Qualifications:

- High school diploma or equivalent; associate or bachelor's degree in business administration, accounting, or a related field preferred.
- Proven experience in an administrative or office management role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with QuickBooks Online and financial management.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to handle sensitive information with confidentiality.
- Knowledge of basic accounting and financial principles.
- Ability to work independently and as part of a team.

Salary: Starting at \$20,000 – negotiable based on experience.

Application Process Interested candidates should submit a resume and cover letter to Fire Chief Jim Bronson at jbronson@clioareafire.com by December 6, 2024. Please include "Part-Time Fire Department Office Administrator" in the subject line.