

HOLT COMMUNITY FIRE PROTECT DISTRICT

<b>Job Title:</b>	District Clerk	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Office Professional	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	260 Mo. 33 Highway	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	17\$ - 20\$ hourly	<b>Position Type:</b>	Flexible 20- 25-hour week
<b>HR Contact:</b>	Fire Chief		
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	When filled
<b>External Posting URL:</b>	N/A		
<b>Internal Posting URL:</b>	N/A		
<b>Applications Accepted By:</b>			
Email: FireChief@Holtfire.org		Mail: PO Box 225, Holt Mo. 64048 Attn: Ed Barger	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li> <b>Human Resources – Work with the Fire Chief managing</b>                      New hire packets &amp; tax documents                      Track PTO/Vac                      Time &amp; Payroll                      Direct Deposits                      Employment Verifications                      Lagers monthly payments                      Lagers enrollment                      Employee benefits needs.                      State &amp; Federal Payroll liabilities biweekly.                 </li> <li> <b>Accounts Payables</b>                      Responsible for payment of incoming invoices in all departments                      Working with the fire chief in assignment of invoices to appropriate line items for accurate budget reporting                      Track all budget line items and monitor for budgetary accuracy.                      Assists employees responsible for ordering and purchasing to understand restrictions and availability.                 </li> <li> <b>Accounts Receivables</b>                      Handling deposits and payments received from taxes, insurance, and patients.                      Organize membership notifications and payments.                 </li> <li>Bank statements &amp; Credit Card statement reconciliations</li> <li>Supply ordering, office, clerk, building maintenance, general amenities.</li> <li>Coordination of documents, Billing department</li> <li>Prepare all Board Meeting documents, research and preparation of meeting agenda and minutes</li> <li>Handle office equipment and maintenance needs, order supplies as well as equipment lease agreements</li> <li>Assist with maintaining social media presence and upkeep. (Website, Facebook, Instagram, all applicable)</li> </ul>			

- General daily inquiries, copies of incident/medical reports, etc....
- General daily duties, answer phones, mail, and filing of documents & Communications.
- take emergency phone calls when necessary
- Responsible for collecting requests from annual auditors. Organize it accordingly with physical backup.
- Annual budget preparation and approval process with the Fire Chief and designated board representatives.
- Assist with annual Pro Forma report preparation and submission to state auditor’s office.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Office Management background required

**PREFERRED SKILLS**

Previous experience in Accounts Payable & Receivables

Previous experience in QuickBooks and Budgeting

Previous experience in Human Resources

**ADDITIONAL NOTES**

The above roles and responsibilities are included, but not limited to, other tasks and requests in various areas. Flexibility and adaptability are a necessary trait as the daily schedule flow may alter from day to day.

Reviewed By:	Ed Barger, Kathy Stimelsky	Date:	1/30/2025
Approved By:	Ed Barger, Kathy Stimelsky	Date:	2/7/2025
Last Updated By:	Ed Barger	Date/Time:	2/10/2025