

## **OVERVIEW**

### **Office Administration & Finance Manager/Confidential Secretary to the Board of Fire Commissioners**

Lewis County Fire District 5 seeks a full-time Office Administration & Finance Manager/Confidential Secretary to the Board of Fire Commissioners. This position supports both the Board of Fire Commissioners and is responsible for the administrative and financial operations of Lewis County Fire District 5. The Confidential Secretary of the Board of Fire Commissioners shall keep records for all proceedings of the elected board, as well as other duties as prescribed by the board. This position directly interfaces with the board and assists all fire commissioners in the performance of their roles. As the Office and Finance Manager, this position is responsible for all administrative duties and the financial accounting of the district which includes budgeting and levy submission, payroll and employee benefits, accounts payable, accounts receivable, maintaining contracts, ambulance transport billing, wildland mobilization billing, public records requests, financial reporting and audits to multiple Departments of the State of Washington. This position is a key role, essential to the business services of the district and its employees. This position reports directly to the Fire Chief and Board of Fire Commissioners. Lewis County Fire District 5 employs 10 full-time emergency responders, 1 chief and 9 volunteer responders.