

Buda Fire Department

Hays County Emergency Services District # 8

P.O. Box 1159 – Buda, TX 78610

Administration: (512) 295-2232

Fax: (512) 295-2848



Notice of Hiring for Administrative Assistant

The Buda Fire Department is currently accepting applications for the full-time position of Administrative Coordinator.

Application and further information are available online at:

www.budafire.org

SUMMARY

Buda Fire Department employees are engaged for the purpose of providing fire suppression, emergency medical and prevention services within the boundaries of Hays County Emergency Services District # 2 (EMS) and Hays County Emergency Services District #8 (FIRE). Employees are responsible for serving the community and maintaining all the physical assets of the Districts, including performing duties that make it possible for the firefighters and medical personnel to devote their time to training and responding to emergency incidents.

BRIEF DESCRIPTION

The purpose of this position is to complete routine administrative and accounting operations for the Buda Fire Department / Hays County Emergency Services District #8. This is accomplished by processing payroll, assisting with accounts payable and accounts receivable, general clerical duties, providing customer service, preparing correspondence and reports, maintaining office supplies, maintaining filing systems, maintaining the department website, and answering requests for records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general office duties by answering the phone and referring callers, greeting visitors, preparing correspondence, completing reports, entering data, making copies, ordering office supplies, scheduling appointments, and maintaining office equipment.
- Co-manage budget and spending process with ESD & EMS Board Treasurer
- Assist with Accounts Receivable/payable-reviews invoices, enters invoices, print checks, make journal entries for payment and ensuring checks are sent to vendors.
- Annual Audit Preparation
- Liaison with ESD#2 Board
- Administrative management: meeting notices, ESD communications as assigned
- Obtain check signatures
- Special projects for ESD Board – research, letters, and reports

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- Distribute ESD meeting packets
- Attend all ESD board meetings
- Maintain ESD and department member records
- Coordinate, receive and report all EMS patient revenue
- Assist with management of insurance – liability, health, workers comp., property, dental, life, disability, etc.
- Assist with, calculate, and maintain time and pay records, sick leave, vacation time, overtime etc.
- Maintains the fire department website by updating with documentation received from the Fire Chief and loading digital images to the site.
- Maintains materials by preparing reports and maintaining employee files.
- Assist with other duties as assigned by supervisor

EDUCATION and EXPERIENCE

- Bachelor's Degree in business, accounting, or another related field. Work requires broad knowledge in a general professional or technical field.
- Three (3) to five (5) years of related experience.
- Proficient experience with QuickBooks or comparable accounting software and typing skills of at least 60 words per minute.
- Valid Class C Texas Driver's License

SALARY AND BENEFITS

- Compensation: \$56,902.56 per year
- Insurance: Health, dental and vision insurance, with 100% of the employee's premium paid by the District. Dependent health, dental and vision insurance coverage, with 50% of the premium paid by the District. Life insurance, short-term disability and long-term disability coverage for the employee paid in full by the District.
- Retirement: TCDRS Retirement Plan, 2.5:1 match at 7% mandatory employee contribution.
- PTO: 3 weeks (120 hours prorated to the date of employment)
- Yearly longevity incentive