



## **KENTVILLE VOLUNTEER FIRE DEPARTMENT**

### **OFFICE MANAGER (Part-time)**

**The Kentville Volunteer Fire Department is presently accepting applications for an OFFICE MANAGER. This is a part-time position encompassing 23 hours per week.**

**Reporting to the Fire Chief, the Office Manager is responsible for the day-to-day administrative functions of the Kentville Volunteer Fire Department.**

**The successful candidate should be knowledgeable in the use of personal computer applications, specifically Microsoft Office products (Word, Excel, Outlook, and PowerPoint). Practical knowledge of accounting and bookkeeping procedures is required. The ability to use in-house financial accounting software (Simply, QuickBooks) would be an asset, as would past experience in accounting procedures.**

**Compensation and benefit package will be commensurate with qualifications and experience.**

**Interested persons should apply, in writing or by e-mail, on or before March 31, 2020 to:**

**Debra Crowell, CMM CLGA  
Director of Finance, Town of Kentville  
354 Main Street  
Kentville NS B4N 1K6**

**Email: [dcrowell@kentville.ca](mailto:dcrowell@kentville.ca)**

## **JOB DESCRIPTION**

**POSITION TITLE:** Office Manager (Part Time)  
**DEPARTMENT:** Kentville Volunteer Fire Department  
**REPORTS TO:** Fire Chief  
**Effective/Revised:** March 9, 2020

### **POSITION SUMMARY**

This is an administrative, operational and support position of the fire service, reporting directly to the Fire Chief and working day-to-day to support both the Chief and the Chair of the Kentville Volunteer Fire Department Society.

The Office Manager is primarily responsible for the record keeping, fiscal management support and carrying out the general administrative duties of the fire service.

The Office Manager shall provide confidential support to the Joint Fire Services Committee, the Society's Board of Directors and Committees of the Board of Directors.

The Office Manager shall be the first point of contact for telephone caller and visitors to the Department and shall answer inquiries, provide information and direct individuals to appropriate resources.

The Office Manager shall be acquainted with the policies and procedures of the Kentville Volunteer Fire Department (KVFD) and the human resource manual and purchasing policy of the Town of Kentville.

### **DUTIES AND RESPONSIBILITIES**

**The financial books of record for the KVFD Operating fund, Capital fund, Area Rate fund and Reserve fund are maintained by the Town of Kentville Finance Department. The KVFD maintains the books of record of the KVFD Society.**

### **FINANCIAL RELATED DUTIES:**

#### **For the Town of Kentville processes:**

- Be familiar with the policies of the KVFD and Town of Kentville, as they relate to the administration of purchasing policies.
- Be familiar with Generally Accepted Accounting Principles, as they would relate to fund accounting. Knowledge of Public Sector Accounting Standards (PSAS) would be an asset.
- Be familiar with the current year's budget documents to ensure that authorized purchases are being made.
- Be familiar with the General Ledger of all funds, the monthly details and financial statements.
- Check and verify all invoices of the KVFD including checks on such things as correct signing authorities, additions, extensions, prices, discounts, purchase orders and so forth.
- Forward all information, duly authorized, for the Operating, Area Rate, Capital and Reserve funds to the Town of Kentville Finance Department for processing.

- In concert with the Chief and the Kentville Finance Director, prepare draft budgets for the Operating Fund and the Area Rate Fund.
- Ensure that the Joint Fire Services Committee approves the above-noted budgets and forward the Operating Fund budget to each municipal partner for approvals. Ensure that an Area Rate Fund budget meeting is scheduled for the Kentville Fire District, advertise same and assist Chief in preparation for the meeting.
- Ensure that JFSC members are informed of meeting dates and times and ensure that all pertinent information is disseminated to the members before the meeting.
- Liaise with banking institution, as required about discrepancies in Society's bank statements.
- Prepare Society information for the audit files as directed.

#### **ADMINISTRATIVE SUPPORT DUTIES:**

##### **For Joint Fire Service Committee:**

- Attend all JFSC meetings, record minutes, edit and seek approval, circulate as appropriate, ensure records are maintained.

##### **For the Fire Chief and KVFD employees:**

- Maintain department documents, records, contracts, etc.
- Sort, track and disseminate incoming mail, faxes, emails, etc.
- Assist in managing budgets in accordance with the Purchasing Policy, maintain documents and records for purchase orders.
- Draft basic correspondence and emails, provide editing and proof-reading support to the Fire Chief, the Chair of the Board and employees.
- Photocopy and collate documents for distribution, mailing and filing.

The duties outlined are intended to be representative of the Office Manager position and are subject to change.

#### **Qualifications and Experience**

- Grade XII graduate, plus a Business or Community College certificate or diploma in Business or Office Administration, plus a minimum of 3-5 years of directly-related experience, or an equivalent combination of education and experience.
- Excellent written and verbal English; editing and proof-reading skills are essential
- Above average computer skills, with fluency in Microsoft Office suite.
- Experience in dealing with confidential documents and information.
- The ability to work independently within a team environment is necessary.

#### **Personal Attributes**

- Accurate and detailed-oriented
- Self-starter with a "can-do" approach to work
- Mature and self-confident; able to establish effective working relationships with a range of internal and external contacts.
- Professional and polished communication and appearance.
- Strong interpersonal and customer-service skills
- Excellent organizational skills; able to establish priorities and meet deadlines.