

Administrative Assistance

\$15-\$17 per hour DOQ

20-25 hours per week (Monday – Friday)

The position will assist the Office Administrator in performing regular accounting duties including accounts payable, accounts receivable, and payroll processing.

The position will also assist in the reporting of employee benefits in accordance with Federal, State & Local regulations.

The candidate must have the following:

- Solid work ethic
- Strong organizational skills
- Attentive to details
- Payroll experience is preferred
- Excellent time management and record-keeping skills
- Working knowledge of Quickbooks, Microsoft Office, Gmail etc.
- A desire to learn governmental fund accounting, public budgeting law, public meeting law and Human Resource laws is preferred.
- Ability to work with minimal supervision.
- Driver's License

Application packets are available on-line at lyonsrfd.org, or at the fire station located at 1114 Main St, Lyons, OR 97358 from 9 a.m. to 4:00 p.m. Application packet, including resume can be faxed to 503-859-2422, dropped off at the fire department office, or emailed to lyonsfire@lyonsrfd.org. This position is open until filled and is dependent on