

About the Mi - Wuk / Sugar Pine Fire Protection District:

The Mi-Wuk / Sugar Pine Fire Protection District (MWSPFPD) is seeking a dedicated and skilled individual to join our team as a full-time Office Manager. Established in 1959 as a volunteer fire department, the Mi-Wuk Fire Protection District merged with the Sugar Pine Fire Protection District in 1974, forming the MWSPFPD. Today, our District is proud to support the community with a team of four full-time firefighters, an Office Manager, and a committed group of volunteers. MWSPFPD operates under the guidance of a five-member Board of Directors and remains dedicated to serving the residents and visitors of Mi-Wuk Village, Sugar Pine, and the surrounding areas.

General Description:

The Office Manager will play a crucial role in performing financial/bookkeeping functions, as well as managing day-to-day office operations, handling HR responsibilities, and serving as Board Clerk to the Board for the MWSPFPD.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial/Bookkeeping:

- Draft, finalize, track, and manage District budget, working in conjunction with the Board Budget Committee and keeping Fire Chief informed of spending that would exceed budget allocations.
- Prepare interim financial reports as requested by the Board of Directors, Board Committees, or Fire Chief.
- Perform bookkeeping duties, including processing invoices/accounts payable and accounts receivable in a timely manner. Reconcile accounts and ensure timely payments for vendors and other business-related expenses.
- Ensure adherence to financial policies and regulations.
- Reconcile monthly bank and credit card statements to ensure accuracy. Investigate and resolve discrepancies promptly.
- Reimbursement expenditures from petty cash as needed and reconcile petty cash expenditures.
- Process Tuolumne County general ledger entries, as needed.
- Verify accuracy of Tuolumne County monthly reports and work with county personnel to resolve any discrepancies as needed
- In cooperation with the Tuolumne County Auditor /Controllers Office, prepare fiscal year end journal entries.
- Manage audit process, including providing necessary documentation and data to audit firm and communicating with external accountants or auditors as needed.
- Maintain organized records of financial transactions and supporting documents, complying with District Retention policies.

Office Management:

- Manage and order office supplies and inventory. Coordinate with MWSPFPD Auxiliary members in the ordering of supplies, reimbursement of expenses, etc.
- Serve as Board Clerk to the Board of Directors and at Board meetings. In coordination with the Board President and Fire Chief, prepare Board meeting agendas and distribute packets as required. Record meeting minutes and distribute as required.

- Transport necessary documents to and from the District, Tuolumne County offices, and the Post Office, as needed.
- Respond to and complete Public Records Requests, ensuring compliance with the Public Records Act.
- Post documents to the District's website as needed and serve as a conduit for providing employees and volunteers with access to the District's Intranet.
- Maintain and manage District memberships and insurance policies, serving as a point of contact for District member's questions and access to such sites.
- Manage junior clerical staff, directing their work and helping to advance their skills.

Human Resources (HR):

- Complete payroll processing including managing and maintaining sick leave, vacation leave, and employee deductions. Send payroll timesheets to Tuolumne County office for payment.
- Submit necessary information for background checks, prepare offer letters, and manage new employee and new volunteer onboarding.
- Maintain employee records, ensuring compliance with all labor laws and District policies.
- Ensure new employees, volunteers, and Board members are seamlessly integrated into the District.
- Assist Fire Chief with compliance to federal, state, and local employment laws and regulations.
- Update District Manual, as needed.
- Identify Anti-Harassment and Ethics training needs for District members and enroll them in established training.
- Inform employees of benefits programs (healthcare, retirement, etc.) and handle inquiries related to benefits or refer them to the appropriate company.

MINIMUM QUALIFICATIONS

- 1+ years of experience in accounting/bookkeeping roles and must be proficient with bookkeeping and financial management software (e.g., QuickBooks)
- 1+ years of experience overseeing the day-to-day administrative operations of an office, including tasks like filing, correspondence, scheduling, ordering office supplies, and ensuring the workplace runs efficiently utilizing tools like Microsoft Suite Products (Excel, Word, PowerPoint, Outlook, etc.)
- Familiarity with payroll processing.
- Excellent organizational, communication, and multitasking skills.
- High attention to detail and ability to prioritize tasks effectively.
- Ability to work independently and as part of a collaborative team.
- A positive, can-do attitude with a focus on providing exceptional internal customer service.

Other Requirements:

- Must be able to pass a criminal record clearance and thorough background check.
- Must be able to work evenings, as needed.
- Must possess a California driver's license and have a satisfactory driving record to drive to different locations (e.g., District, Tuolumne County offices, Post Office).
- Equivalent to completion of High School Diploma.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Benefits include 11 paid holidays, a District contribution toward medical, dental and vision benefits as District budget allows, sick leave, vacation pay, life insurance policy, and 457(b) plan. Salary range is \$18.00-\$26.00, commensurate with experience. Work Schedule: Monday - Friday 9:00 a.m. - 6:00 p.m., evenings as needed (schedule somewhat flexible).

Apply on or before January 24th, 2025 at 5 p.m. Pacific Time to be considered. Complete the application and mail the application along with a resume to the Mi-Wuk / Sugar Pine Fire Protection District, P.O. Box 530, Mi Wuk Village, CA 95346-0530. Application can be found at <https://www.mwspfire.us/files/d8fa3769c/APPLICATION+FOR+EMPLOYMENT+-+Revised+2023.02+.pdf>. Applications received after 1/24/25 will not be considered.