RIVERSIDE FIRE AUTHORITY
CLASSIFICATION DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: OFFICE ADMINISTRATOR
DATE: 10/8/2026

GENERAL FUNCTIONS / POSITION PURPOSE:

This is a responsible and confidential clerical/technical position providing administrative, financial-processing, records, and public contact support to the Office Administrator and, as directed, the Fire Chief. The position requires an individual who takes initiative, applies sound judgment to solve problems, and is eager to learn new skills and technologies. The employee identifies opportunities to improve processes, recommends practical solutions, and works independently within established procedures.

JOB DUTIES AND RESPONSIBILITIES

Essential Functions:

- Maintain compliance with applicable federal, state, and local laws and regulations relating to the position.
- Preserve confidentiality and take initiative with assigned activities and programs.
- Oversee accounts payable, reviewing Purchase Orders and ensuring proper BARS coding on vouchers.
- Perform routine data entry for approved budgets, financial transactions, and departmental records;
- Under the direction of the Office Administrator, process payroll monthly and prepare related reports and supporting documentation for review and approval.
- Oversee records retention filing and archiving in compliance with the Washington State Local Records Retention Schedule.
- Enter and maintain inventory data for station assets while coordinating inventory with operations asset managers.
- Provide reception duties as needed, fielding incoming phone calls, walk-ins, and general public/personnel email correspondence; route inquiries to the appropriate staff.
- Prepare routine correspondence, memos, and reports as assigned.
- Assist with meeting preparation (copies, room setup, materials) and travel/reservation arrangements as requested.
- Maintain organized filing systems for outgoing and incoming correspondence.
- Serve as Assistant Board Secretary, attending some Board meetings and taking minutes as needed.
- Assist the Office Administrator with special projects and research as assigned.
- Performs other duties as assigned.

AUXILIARY JOB FUNCTIONS:

Maintain proficiency by attending training conferences, meetings and meeting with others in similar areas of responsibility. Attend forums representing the Authority.

PHYSICAL DEMANDS OF POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to sit, talk, listen, stand, reach, and manipulate objects or office equipment. The position requires the ability to lift up to 30 pounds. Specific vision abilities include close vision, depth perception, and the ability to focus.

WORKING CONDITIONS:

Most work occurs under fire station/indoor office conditions. On occasion, work may be performed at locations outside the headquarters station. The noise level in the fire station is higher than a typical office environment; hearing protection is not required. Individuals are occasionally exposed to running motorized apparatus, noise, and limited exhaust fumes.

SUPERVISORY RESPONSIBILITIES:

This position is not typically assigned supervisory responsibility. May assist in directing volunteer or temporary clerical support as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Office Administrator, with additional tasks or projects, as needed, from the Fire Chief.

WORK HOURS:

Approximately 40 hours per week during normal business hours. Work hours may be extended or modified due to training course requirements, training course instruction, emergency calls or extended situations including disaster response, and occasional evening or weekend Board or committee meetings.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Authority and requirements of the job change.

JOB QUALIFICATION REQUIREMENTS:

- High school diploma or equivalent required; Associate degree in Business Administration, Office management, Communications, Finance or related field preferred.
- Minimum of two years of experience in an office administration, bookkeeping-support, or secretarial role required; Experience in local government accounts payable, purchasing, finance, or HR preferred.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and ability to learn department accounting software required; Experience with Springbrook Financial Suite preferred.
- Proof of eligibility to work in the United States.
- Valid Washington Driver's License.
- Strong attention to detail, organization, and follow-through on assigned tasks.
- Excellent oral and written communication skills and a professional, courteous manner with the public.