

Position Title: Office Manager/Accounting Assistant Position Details: Hourly/Non-Exempt/Non-Union	Missoula Rural Fire District Position Description: PD19
Division: Administration Supervisor: Finance Director	Effective Date: 1/25/2021 Revision Date: 9/17/25

Position Summary

Under the general direction of the Finance Director, the Office Manager/Accounting Assistant is responsible for administering and coordinating office operations and accounting functions, including accounts payable, accounts receivable, and payroll. The position ensures office processes run smoothly, maintains accurate financial records, supports budgeting and compliance requirements, and provides administrative support to the Board of Trustees, staff, vendors, and the public.

Supervision Exercised

This position does not supervise other employees.

Essential Duties and Responsibilities *(This description is illustrative and not all-inclusive.)*

- Manages day-to-day office operations, processes, and services to ensure efficiency.
- Maintains and evaluates office procedures and recommends and implements improvements.
- Approves and places office supply orders.
- Tracks the office supply budget and maintains inventory.
- Prepares and distributes monthly Board packets.
- Provides roll call and communications at Board meetings.
- Posts legal notices and other District information to the website.
- Manages annual subscriptions and memberships.
- Provides backup support for the Administrative Assistant.
- Answers telephones and receives the public at the Administration office, as needed.
- Assists with public information requests.
- Processes accounts payable including claims, warrants, and vendor payments.
- Maintains vendor files and W-9s and prepares 1099s.
- Ensures accurate coding, entry, and recordkeeping for audit readiness.
- Processes accounts receivable including preparing fire, hazmat, and incident billing packets.
- Enters revenue into accounting software.
- Prepares deposit forms and maintains receivable reports.
- Resolves discrepancies in receivables.
- Coordinates office equipment maintenance.
- Processes payroll including collecting and entering timecards and preparing payroll and liabilities.
- Maintains compliance with audit and reporting requirements.
- Maintains travel and training cost tracking spreadsheets and reimbursement documentation.
- Assists with annual budget data collection and reporting as directed.
- Performs other duties as assigned

Knowledge, Skills, and Abilities

Knowledge of:

- Accounting methods, payroll, and financial procedures.
- Office administration and recordkeeping.
- Standard written and business English.

Skill in:

- Written and verbal communication.
- Attention to detail, time management, and workload prioritization.
- Microsoft Office Suite, accounting software, and standard office equipment.

Ability to:

- Maintain accurate, confidential records and demonstrate reliability.
- Follow verbal and written instructions.
- Build and maintain effective working relationships with the Board, staff, public and other agencies.
- Type a minimum of 60 WPM with a high level of accuracy.

Minimum Qualifications

- High school diploma or equivalent.
- Valid driver's license and proof of eligibility for U.S. employment.
- At least three (3) years of administrative experience with public interaction and payroll.
- At least five (5) years of bookkeeping/accounting experience.

Preferred Qualifications

Associate or Bachelor's degree in Business, Accounting, or related field or a combination of relative experience, certificates, and education will be considered.

Physical Demands and Working Conditions

The physical demands and work environment conditions described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sedentary and administrative work in an office environment.
- Sitting, repetitive hand motion (such as typing), listening, talking, walking, standing, bending, and carrying of items such as papers, books, and boxes of supplies of no more than 25 pounds may be required.
- Exercise flexibility shifting from one task to another.
- Occasional walking outdoors in varying weather conditions.
- Regular computer work for at least 6 hours per day.