



Deer Grove EMS is Hiring!!

We are currently hiring for the position of part-time **Office Manager**

This position performs a variety of clerical, accounting, finance and administrative work. Works at the direction of the EMS Chief or the designee of the Chief. A sample of the job duties include, but are not limited to:

1. Prepare and maintain the revenue and expenditure accounts updating at least monthly with the report provided to the EMS Commission for review.
2. Responsible for coordination and preparation of employee payroll and payment of benefits. Responsible setting up new employee payroll records and filing appropriate benefit applications.
3. Attend all meetings and act as recording secretary and prepare minutes in final form for review and approval of the Commission.
4. Copy, collate and distribute informational materials for EMS Commissions, including agendas, postings, notice of and mailing or emailing of this information, under the supervision of the EMS Chief. Sends agenda/packet for each meeting to respective Commission members and deliver a copy for the Village/Town records to the Town/Village offices.
5. Assists in the annual budget preparation.
6. Assists the EMS Chief in the coordination of the annual audits
7. Maintains and prepares a listing of invoices/bills for EMS Commission to review and approve payment of. Act as liaison for the District to ensure invoices/bills are processed accurately.

Required knowledge and skills include but are not limited to:

1. Accounting background and knowledge of Quickbooks
2. Personal Computing including the Microsoft Office Suite
3. General Office Skills; typing, filing, good customer service.

The remainder of job duties and skills can be found on the complete job description.

This is a 16 hour per week position. Hours worked may be scheduled differently due to meetings and/or workload. All hours worked and schedule of hours must be pre-approved by the EMS Chief or designee.

Contact us with any questions and for a complete job description:

Email: Chief@Deergroveems.com Phone: 608-839-5658

To apply submit a resume with cover letter, including 3 professional references and salary requirements by May 28th to the email above. Interviews will be scheduled the week of May 28th.

