

NOW HIRING: OFFICE MANAGER

Lower Valley Fire Protection District (LVFD) is seeking a highly organized, detail-oriented, and dependable professional to join our team to fill the **Office Manager** position.

The Office Manager is a key administrative position within the District and provides high-level financial, payroll, accounting, records management, and administrative support under the direct supervision of the Fire Chief. This position plays an important role in ensuring the District's day-to-day administrative and financial operations are accurate, efficient, compliant, and responsive to the needs of our employees, Board of Directors, and community.

If you are someone who takes pride in accuracy, organization, accountability, and exceptional customer service—and who enjoys taking ownership of important work—we **want to hear from you**.

POSITION DETAILS

Position: Office Manager

Status: Full-Time, Non-Exempt

Starting Salary: \$62,153.60- \$64,779.82 annually (DOE)

Salary Range: \$62,153.60 – \$83,622.17 annually

Schedule: Approximately 40 hours per week, with occasional additional hours for meetings and District business

Reports To: Fire Chief

WHAT YOU'LL DO

The Office Manager is responsible for a broad range of financial and administrative functions, including:

Payroll & Employee Support

- Process payroll accurately and timely using District payroll and accounting systems.
- Maintain payroll records, deductions, leave balances, and related reports.
- Process new hires, promotions, transfers, and terminations.
- Prepare required federal and state payroll reports, payments, and year-end documents.
- Assist employees with payroll and pay-related questions.
- Review employee timesheet entries and provide guidance on payroll procedures.

Accounts Payable & Financial Administration

- Manage accounts payable and related purchasing processes.
- Issue purchase orders and process invoices.
- Maintain vendor records, W-9s, 1099s, contracts, and supporting documentation.
- Reconcile financial transactions and assist with general ledger accuracy.
- Assist with District budgeting, financial tracking, and variance analysis.

- Prepare monthly financial reports for the Fire Chief and Board of Directors.

District Administration

- Maintain confidential personnel, financial, legal, and District records.
- Maintain contracts, insurance, bonds, resolutions, bylaws, and other official records.
- Coordinate with auditors and assist with external audits.
- Assist with District elections and pension administration.
- Support operational permit sales and other District administrative functions.
- Maintain compliance with applicable federal, state, county, and District requirements.
- Provide professional and responsive customer service to employees, citizens, vendors, and other stakeholders.

Continuous Improvement

- Develop and maintain standard operating procedures.
- Identify opportunities to improve administrative efficiency and internal controls.
- Support implementation and optimization of administrative systems and software.
- Participate in professional development and specialized training.
- Work collaboratively across the organization to support the District's mission.

WHAT WE'RE LOOKING FOR

The ideal candidate will bring:

- High school diploma or GED; an associate degree in business, accounting, or a related field is preferred.
- At least **three years of experience in a similar position**, or an equivalent combination of education, training, and experience.
- Strong knowledge of **QuickBooks, Microsoft Office, spreadsheets, and other business software**.
- Excellent organizational and time-management skills.
- Strong attention to detail and commitment to accuracy.
- Work independently while also contributing effectively as part of a team.
- Maintain confidentiality and handle sensitive information appropriately.
- Strong written and verbal communication skills.
- Prioritize multiple responsibilities and meet established deadlines.
- Colorado driver's license in good standing.
- Successfully complete a background investigation.
- Obtain and maintain **Notary Public** status.
- Demonstrate and Uphold the Values of LVFD
 - **Integrity**- Act with honesty and strong moral principles
 - **Accountability**- Take ownership of action and deliver on commitments
 - **Commitment to Service**- strive to bring the best version of yourself while placing the mission and community first
 - **Humility**- Stay grounded, respect others, and put the team before ego

- **Growth-** Commit to learning, teaching, and sharing knowledge

COMPENSATION & BENEFITS

LVFD offers a competitive compensation structure with opportunities for advancement based on **experience, performance, professional development, and completion of established step objectives.**

The Office Manager salary progression includes ten steps. Advancement through the steps is tied to defined performance objectives, including demonstrated proficiency in payroll and financial systems, financial reporting, budgeting, elections and insurance administration, development of standard operating procedures, internal controls, process improvement, audit support, leadership, and succession planning.

Benefits include:

- Paid Time Off beginning on the first day of employment
 - Initial PTO accrual of **120 hours per year**, increasing with length of employment
 - Sick leave accruing at **48 hours per year**
 - **10 Paid holidays per year**
- **District-paid health insurance for the employee, spouse, and children**
- Options for **Dental, Vision, Life, and Aflac** supplemental insurance
- Colorado Retirement Association with **6% employer match** (Social Security Exempt)
- Professional development and training opportunities
- Opportunities for advancement through a structured step system
- Flexible schedule

JOIN THE LVFD TEAM

At Lower Valley Fire Protection District, our work is **Driven by Mission, Defined by People.**

While our firefighters and EMS personnel are the most visible part of our organization, effective emergency services depend on a strong administrative foundation. The Office Manager is an important part of that foundation—helping ensure our employees are supported, our finances are managed responsibly, our records are accurate, and our District operates effectively.

If you are looking for a position where **accuracy matters, accountability matters, and your work directly supports the mission of a public safety organization**, we encourage you to apply.

Lower Valley Fire Protection District is an Equal Opportunity Employer.

Apply by sending Cover Letter and Resume with References to mkatzenberger@lvfdfire.org by October 9th 4:00 PM.

Office Manager Full Job Description

The job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills needed.

This position is not FLSA Exempt

General Summary:

The Office Manager is a civilian employee of the district and is under the direct supervision of the Fire Chief. This position provides high-level financial and administrative support with attention to detail. Performs secretarial and standard accounting procedures as the job dictates and provides exemplary customer service to the employees and citizens.

General Information:

- Status: Full-time.
- The approximate work hours for this position are 40 hours per week. This position does require additional hours on occasion for meetings.
- Position reports directly to the Fire Chief.
- Equal Pay Act Status: This salary range is based on the following categories:
 - Education, Training, Work related Experience.
 - Merit and Length of Employment- See Attached Step Objectives.
- Paid Time Off begins accruing on the first day worked. Initial accrual is at a rate of 120 hours per year and increases with length of employment.
- Sick Time begins accruing on the first day worked and is at a rate of 48 hours per year.
- District paid health insurance is provided for the employee, employee's spouse, and employee's children and becomes active on the first of the month following hire.

Essential Duties and Responsibilities:

PAYROLL:

- Collect, compile, and enter payroll data using accounting payroll software.
- Review and verify source documents.
- Calculate and post payroll deductions.
- Process payroll by established deadlines.
- Process new employees, terminations, transfers, and promotions.
- Update payroll records as needed.
- Reconcile payroll deductions, liabilities, payments, and wages paid to the general ledger.
- Maintain and reconcile reports for PTO, sick, and other leave.
- Investigate, resolve, and correct payroll discrepancies and errors.
- Prepare, reconcile, and submit state, federal and other payroll deductions payments, and reports including quarterly and year end reports and W-2's.
- Ensure compliance with federal, state, and district regulations and guidelines.

- Work with, train, and review members' entry of timesheet data to ensure accuracy and understanding of payroll guidelines.
- Assist employees' pay-related concerns and provide accurate payroll information.

ACCOUNT PAYABLE:

- Issue purchase orders.
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures.
- Matches invoices to purchase orders and enter the accounting software.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Pay vendors, including scheduled and preparing checks, resolving discrepancies with purchase orders, contracts, invoice, vendor statements and documentation.
- Ensure credit is received for outstanding memos.
- Process change orders to purchase orders.
- Maintain vendor files, obtain W9's and issues 1099's as required.
- Maintain and update Quickbooks vendor files.
- Code regular entries for distribution to accounts.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist customers and other staff as needed by telephone, email, and personal contact.
- Maintain confidential material and information (HIPAA compliance).
- Ensure that office equipment is operational and maintained.
- Maintain safe working practices.
- Perform a wide variety of duties on a one-time occasional basis as needed.
- Perform duties in conformance with Federal, State, County and District laws and ordinances.
- Assist as needed with district finances and preparation of budget and maintenance of same.
- Keep records of all correspondence of the district.
- Prepare monthly financial reports including receipts and disbursements for the Chief and Board of Directors.
- Keep a record of all contracts of the district and other records as required by Colorado Revised State Statutes.
- Maintain employee personnel files, medical forms, and records.
- Responsible for pension reports, correspondence, and pension in-house elections.
- Assist with sales of operational permits.
- Attend seminars and specialized training to stay current on job related technology.
- Maintain district insurance, bonds, resolutions, and by-laws.
- Coordinate with auditors.
- Assist with District elections.

General Tasks:

- Are authorized and permitted to take breaks and meal periods per state and federal regulations. If you are not able to take your authorized breaks and meal periods, discuss the situation with your supervisor for prior approval.
- Punctual and regular attendance is required for this position.
- Occasional travel is required.
- Working from home is not optional.

- Perform other related duties as necessary for the purpose of ensuring the efficient and effective functioning of the district.

Qualifications:

- Possess a high school diploma or GED, (associate degree in business, accounting, or closely related field preferred) and three (3) years' experience in a similar position or an equivalent combination of applicable training, education, and experience.
- Maintain Notary Public.
- Solid knowledge of QuickBooks, MS Office, word processing and spreadsheet applications and other operating software related to the job requirements.
- Work independently or as a team member.
- Effective organizational and time management skills.
- Must successfully pass a background investigation.
- Colorado driver license, in good standing.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office, vehicle, and possible outdoor settings.

Tools and Equipment Used:

Drive a vehicle. Basic office equipment such as computers, phone/cell phone, copy and fax machines.

Acknowledgement:

- I acknowledge that I have received, reviewed, and understand the job description for the position stated above. I understand that I am expected to perform all the essential functions of this position, and I affirm that I can perform these duties with or without reasonable accommodations in accordance with the Americans with Disabilities Act (ADA).
- I understand that the duties and responsibilities of this position may change based on the needs of the district, and I agree to perform other duties as assigned. I further agree to notify my supervisor if I require any accommodation to perform the essential functions of this role.