



## SMITHS STATION FIRE PROTECTION DISTRICT

Job Description for:

### Corporate Secretary

Reports to: Board of Directors

Classification: Full Time - Exempt

Salary Range: \$31,200 - \$52,000

#### Primary Responsibilities:

- 1) Preparing & distributing the agenda for all board meeting(s) in accordance with District Bylaws and Alabama Open Meetings law.
- 2) Preparing and distributing the packet for each board meeting to include the consent agenda items in accordance with District Bylaws and Alabama Open Meetings law.
- 3) Ensuring public notice of all board meetings, agenda, and minutes in accordance with District Bylaws and Alabama Open Meetings law.
- 4) Documenting and/or taking notes at all board meetings in order to prepare minutes of each meeting accordance with District Bylaws and Alabama state law(s).
- 5) Entering financial information into various financial software programs such as accounts payable, accounts receivable, payroll, etc.
- 6) Process and prepare checks for accounts payable for treasurer, make payments and/or mail checks after board approval.
- 7) Process payroll and initiate payroll payments for employees.
- 8) Assisting Accountants and Auditors as needed.
- 9) Reporting of new hires and terminations to state agencies
- 10) Insure timely and accurate reporting of information and payments to RSA & Health Insurance programs.

- 11) Assist other staff members, volunteers, and departments when needed.
- 12) All other duties as assigned.

Desired Skills:

- 1) Proficient with Word, PowerPoint, and Excel
- 2) Proficient with QuickBooks and/or similar financial software
- 3) Familiar with Workers Compensation, Health Insurance, and Retirement plan enrollment and administration
- 4) Familiar with Human Resources management
- 5) Ability to work alone and with others
- 6) Ability to understand and set goals/milestones in order to meet deadlines
- 7) Understanding of Alabama State Law(s) regarding Open Meetings and Competitive Bid law

Adopted in regular meeting on 5 April 2022.