

The Cañon City Area Fire Protection District is accepting applications for the position of **ADMINISTRATIVE ASSISTANT-FINANCE**. The position is considered “at will” and is a non-exempt position working 40 hour work weeks during District office hours, typically 8:00 am to 5:00 pm Monday through Friday, excluding holidays. Schedule flexibility may be considered. This position will be expected to attend District Board meetings at least once a month in the evening.

Under the supervision of the Fire Chief and Executive Assistant, the Administrative Assistant is responsible for the day-to-day business operation of the District. The Administrative Assistant assists the other office staff, and is cross-trained in other functions in order to provide continuity of administrative operations in their absence. The current starting wage is \$26.74 per hour, and includes a comprehensive benefit package. The position has a structured annual pay increase schedule based on years of service and performance.

The selected candidates for the position will be required to complete a Panel Interview and Skills Assessment.

Qualifications and Certifications:

REQUIRED Education, Work Experience, and Certification Qualifications

- a. Possess High School Diploma or G.E.D.
- b. Minimum of 18 years of age on the anticipated start date.
- c. Possess a valid drivers license with a satisfactory driving record, and be insurable by the District's insurance carrier.
- d. Possess, or obtain within twelve months of hire, and maintain a valid Notary Public certification. Cost of certification to be paid by the District.
- e. Successfully pass a credit and background investigation to the District's satisfaction.
- f. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
- g. Possess basic accounting and mathematical skills.
- h. General understanding of Microsoft Office and Google Workspace
- i. General knowledge of business office telephone systems and small business computers

Additional PREFERRED Administration, Knowledge, and Abilities

- a. Two years of documented experience working in an office setting or a combination of education, experience, certifications, and training which clearly demonstrates the ability to perform the essential functions of the position.
- b. General knowledge of statutes related to fire departments, fire code, public sector budgetary law, Special District operations, human resources, and personnel.
- c. General demographic and operational knowledge of the District.
- d. General understanding of Quickbooks and Paylocity software.

To apply: Interested applicants must submit the following items **on the form found on the Canon City Area Fire Protection District webpage:**

1. A cover letter explaining your interest and qualifications for the position;
2. a current Resume or curriculum vitae;
3. a list of up to five professional references with phone numbers and email address (if known).

Your form must be submitted and received no later Wednesday, November 4, 2026 by 5:00 PM. Late and incomplete applications will not be considered. Information and a full job description is also available on our web page at: <https://www.canoncityfire.org/employment>

This position has an anticipated start date of January 4, 2027, however the Fire District reserves the right not to hire any of the applicants for the position at its sole discretion, extend the anticipated start date, or to discontinue the hiring process at any time in its sole discretion. The Fire District has the right to modify reduce, or increase the application requirements at any time in its sole discretion. Applicants will be required to successfully complete a credit history check, background check, and driving record check prior to a formal offer of employment.

Questions or inquiries regarding this position should be submitted via email to:
admin_assistant_finance@canonfire.org