

Beverly Board of Fire Commissioners

The Beverly Board of Fire Commissioners is looking for an Administrative Assistant to provide the following functions to the Board:

- *Receiving and depositing funds
- *Paying monthly bills for the Beverly Fire Commissioners upon approval at monthly meetings,
- *Preparing annual budgets and monthly budget report for Commissioner Treasurer,
 - *Preparing monthly bill lists
 - *Working with auditor and attorney
- *Attendance at monthly Fire Commissioners meeting and recording and maintaining meeting minutes
- *Coordinate residents and realtors request for smoke alarm, carbon monoxide inspections with fire official,
 - *Coordinate insurance issues with insurance agent,
 - *Coordinate legal advertising and administrative issues relating to annual election
 - *Maintaining website
 - * Other miscellaneous administrative requirements

Compensation is negotiable

For more information regarding this position, please contact Bev Morgan at (609) 747-4087