



KENTVILLE VOLUNTEER FIRE DEPARTMENT

OFFICE MANAGER (Part-time)

The Kentville Volunteer Fire Department is presently accepting applications for an OFFICE MANAGER. This is a part-time position encompassing 23 hours per week.

Reporting to the Fire Chief, the Office Manager is responsible for the day-to-day administrative functions of the Kentville Volunteer Fire Department.

The successful candidate should be knowledgeable in the use of personal computer applications, specifically Microsoft Office products (Word, Excel, Outlook, and PowerPoint). Practical knowledge of accounting and bookkeeping procedures is required. The ability to use in-house financial accounting software (Simply, QuickBooks) would be an asset, as would past experience in accounting procedures.

Compensation and benefit package will be commensurate with qualifications and experience.

Interested persons should apply, in writing or by e-mail, on or before March 31, 2020 to:

**Debra Crowell, CMM CLGA
Director of Finance, Town of Kentville
354 Main Street
Kentville NS B4N 1K6**

Email: dcrowell@kentville.ca