



De Beque Fire Protection District

Bookkeeper/ Secretary Position

COMPENSATION

Part-time—20 to 30 hours per week
Pay commensurate with experience.

The De Beque Fire Protection District consists of 767 square miles in Mesa County and Garfield County.

On average the Fire District responds to approximately 170 EMS and Fire calls combined annually.

QUALIFICATIONS

The De Beque Fire Protection District has determined the following qualities to be essential to the success of the fire district.

- ◆ Experience with QuickBooks
- ◆ Experience with elections
- ◆ Manage personnel files
- ◆ Knowledge of office operating standards.
- ◆ Experience with fire department shift payroll.

Application Process

Interested and qualified applicants should submit a letter of interest and application to the Fire Board President at 4580 Frontage Road, De Beque, CO.

Job Descriptions and application located at www.debequefire.org or upon request from firechief@debequefire.org

Submit applications and information to: firechief@debequefire.org