



Oracle Fire District

1475 West American Avenue • PO Box 977 • Oracle, Arizona 85623
Office: (520) 896-2980 • Fax: (520) 896-2749 • www.oraclefire.org

Assistant Administrative Manager

Reports to: Administrative Manager and Fire Chiefs

Status: Full-Time

Location: 1475 W. American Avenue, Oracle, Az.

Start date: January 13, 2026

Starting Pay: Starting salary \$50,000, with full benefits

Qualifications: High school diploma or GED, familiar with Quickbooks, general accounting and payroll principles, and basic office and computer skills.

Position Summary:

Assists Administrative Manager with administration and operations of the OFD office, finance, employees, human resources, and volunteers. Is responsible for internal bookkeeping and financial recordkeeping. Works closely with the Admin. Manager to prepare accurate financial data for budget preparation, annual audits, and monthly accountability. Assists with human resource administrative functions, as well as with management of various grants. Interacts with the general public, Chief Officers, Board members, staff and volunteers and provides good customer service internally and externally.

One evening per month, shall attend the regular Fire Board meetings, take notes, and type minutes, forwarding and filing these minutes as directed. Other evening meetings or weekend events may require active participation.

Emergency services: *This is the main office for the Oracle Fire District. Consequently, there will be an occasional person who arrives at the Station in need of medical attention. Training and protocols will be provided.*



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Minimum Qualifications:

- High school diploma or GED.
- 18 years of age or older.
- Valid Arizona Driver's License
- Read, write, and speak the English language proficiently.
- Basic computer skills, including Word, Excel, data entry and internet research.

Knowledge, skills, and abilities (Preferred):

- Ability to answer phones professionally and courteously with outstanding telephone etiquette.
- Basic English usage, both verbal and written.
- Basic filing procedures and skills.
- Familiar with Quickbooks, general accounting and payroll principles.
- Organize and complete assigned projects in a timely and efficient manner with limited supervision.
- Deal with complaints or questions from the public or OFD members and/or volunteers in a courteous, tactful, and friendly manner.
- Work effectively and courteously with other District staff, Supervisors, Volunteer members, and the public.
- Understand and follow, quickly and accurately, brief oral and written instructions.
- Maintain the confidentiality of calls, reports, and other sensitive information.
- Use listed tools and equipment, as well as routine maintenance for same.
- Write legibly.

Application Process

Application can be obtained by calling Administrative Manager Tina Acosta at (520) 896-2980 or from the OFD website. Please email completed application, along with a recent resume to: tacosta@oraclefire.org. Email applications only. Candidates are subject to skills testing and background check, including fingerprinting.

Application deadline is October 20, 5pm.

The Oracle Fire District is an equal opportunity employer and is interested in hiring and retaining the best-qualified personnel for the position regardless of race, color, national origin, religion, sex, age, veteran status, or disability.

Posted: October 6, 2025, 3pm, Oracle Fire Station, Oracle Post Office and OFD website



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