

# ENERGETIC SECRETARY

Antonia Fire Protection District, located at 6633 Moss Hollow Road, Barnhart, MO 63012 is currently looking to hire a full-time Secretary. Candidates should have knowledge of Quickbooks, Microsoft Office, including Word and Excel. Primary responsibilities include payroll, monthly reconciliations, accounts payable/receivables, routine office duties including answering a multi-line telephone, route and screen calls for the Antonia Fire District Staff, greet visitors and input and maintain various department projects on a computer, copying, fax, and filing. Competitive benefits package available. Antonia Fire Protection District is an equal-opportunity employer. Work hours are Monday through Friday, 8am-4pm. Minimal evening hours required for monthly board meetings.



**If you wish to apply, please send resume with cover letter to Fire Chief Matt Krutzsch at [mkrutzsch@antoniafire.com](mailto:mkrutzsch@antoniafire.com) by September 30, 2021.**