



# NOW HIRING

## DISTRICT SECRETARY

Join a team dedicated to serving  
our community for over 60 years.

### WHY WORK WITH US?



Competitive  
Salary



Flexible  
Schedule



Paid Time Off  
(PTO)



Free Gym  
Membership



Supportive Team  
Environment



Meaningful  
Community Impact



### POSITION DESCRIPTION DISTRICT SECRETARY

Our District Secretary performs a variety of administrative, clerical, and bookkeeping functions in support of the organization's daily operations.

#### Responsibilities include:

- ✔ Data Entry and Record Management
- ✔ Accounts Payable and Accounts Receivable Processing
- ✔ Financial and Administrative Recordkeeping
- ✔ Fund Drive Administration
- ✔ Purchase Order Preparation and Filing
- ✔ Office Support and Administrative Assistance
- ✔ Communication with Employees, Volunteers, Vendors, and the Public
- ✔ Maintaining Confidential Records and Information



### MINIMUM REQUIREMENTS

- High School Diploma or GED
- Proficiency with QuickBooks
- Proficiency with Google Workspace
- Proficiency with Microsoft Office
- Strong Organizational Skills
- Strong Computer Skills
- Valid New York State Driver License
- Successful Drug Screening
- Successful Background Investigation



## APPLY TODAY!

Be a part of something bigger.  
Make a difference every day.



[www.commackambulance.org](http://www.commackambulance.org)



(631) 499-9342 ext. 5



[careers@commackambulance.org](mailto:careers@commackambulance.org)



SCAN TO APPLY

[www.commackambulance.org/careers](http://www.commackambulance.org/careers)

# COMMACK VOLUNTEER AMBULANCE CORPS

*Neighbors Helping Neighbors Since 1966*