



Buckeye Valley Fire District

25206 W. US Hwy 85, Buckeye, AZ 85326

Phone: (623) 386-5906 Fax: (800) 409-0225

Chad Lancaster-Chairman, Roger Wallace-Clerk,

Daniel Richardson-Member, Mike Rose-Member,

Deron Miller-Member,

Mike Duran-Fire Chief

JOB ANNOUNCEMENT

HR & Payroll Analyst

Salary: \$24.00 (hourly)

Location: Buckeye, AZ

Job Type: Regular, Exempt

Closing: 10/18/2019 5:00 PM

Buckeye Valley Fire District is currently looking for a full-time position to perform a wide variety of professional, administrative, analytical, and coordination duties in support of human resources and payroll functions and programs. The ideal candidate will be an energetic professional; well organized, flexible and enjoy the challenges of supporting an office of diverse personnel. This position will serve under general direction of the Administrative Office Manager.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in human resources management, business or public administration, or a related field.
- Two (2) years of progressively responsible, professional and technical human resources/payroll experience.
- Or, any combination of education, training or experience which demonstrates the ability to perform the duties of the position.

PREFERRED QUALIFICATIONS:

- SPHR or PHR certification and affiliation with professional HR organizations.
- Experience working in public sector setting.
- Working knowledge of MS Windows 10 and Office Suite (Excel, Word, PowerPoint).

APPLICATION PROCESS:

Please see our website at <http://www.buckeyevalleyfd.com/> for further job description details. Resumes will be accepted via email to **admin@bvfd.az.gov**, regular mail or in person at our Administration Office located at 25206 W. MC 85, Buckeye, AZ 85326. Resumes must be received by 5:00 p.m. on Friday, October 18, 2019. For questions, please contact 623-386-5906. Resumes will be pre-screened based on qualifications. Applying does not guarantee an interview. Applicant must pass a background check following conditional employment offer. The Buckeye Valley Fire District is an Equal Opportunity Employer. During the selection process, any applicant requiring accommodation for a disability should advise the hiring authority.