



## JOB POSTING

April 2, 2025

The Evansville Fire District is recruiting for a part time Billing Clerk position. This position averages approximately 10 to 15 hours per week and during certain times of the year may include more hours depending on reports, audit meetings, annual payroll and other factors. The Evansville Fire District is a Paid-on Call Fire District with one full-time Fire Inspector. The Fire District averages approximately 250 calls annually and this position is responsible for sending invoices for most of these fire calls.

**JOB DESCRIPTION:** The Billing Clerk position would include but not be limited to the following duties and other duties as assigned by the Evansville Fire District Board. This Position reports directly to the Fire Board and works closely with the Fire Chief in order to accomplish the duties described below.

1. Process Invoice User Fees and subsequent follow up on User Fee invoices for payment. Send statements and reach out to insurance Companies as needed to coordinate payments to the Fire District. Coordinate unpaid invoices for collection to Legal or Municipalities.
2. Monitor deposit accounts and reconcile accounts monthly. Monitor VISA charges against receipts received.
3. Enter FF time for payroll from run sheets.
4. Send Full Time FF time to Hagen for payroll processing and process monthly WRS report.
5. Verify payroll/tax payment processing correct. Enter payroll expenses into QuickBooks software program.
6. Attend monthly Fire Board meetings and submit reports on above activities as necessary. Type monthly meeting notes and forward to Municipalities/Trustees.
7. Process Annual Payroll for Firefighters for monthly meeting and issue checks.
8. Attend Audit annually and submit needed documents for Annual Audit.

**QUALIFICATIONS:** The applicant should have experience with QuickBooks, basic accounting principles, Computer experience with Microsoft Word and Excel, payroll expenses and withholding and other skills associated with employee payroll processing. Applicant must be task orientated, be a self starter, be proficient at meeting deadlines and detail orientated.

**COMPENSATION:** Compensation will be determined based on skills and experience. This position offers no benefits such as Insurance, Vacation, Holiday's or any other benefits.

**Application Deadline:** The deadline will be Friday, May 23, 2025. Submit resume with experience and qualifications to the Evansville Fire District, 425 Water St. Evansville WI 53536. Additional instructions, application materials, and additional information can be obtained by contacting the Fire Chief at the Evansville Fire District at 608-882-9934 or email [evansvillefirechief@gmail.com](mailto:evansvillefirechief@gmail.com).

Interviews will be held at a date and time to be determined. Anticipated hire date is May of 2025. Background Checks will be required. The EVFD is an Equal equal-opportunity employer.

Proudly Serving the Evansville Community since 1874

Evansville Fire District – 425 Water St. Evansville WI 53536 - PH: 608-882-9934





## BILLING CLERK APPLICATION

1. What is the highest grade or year completed in school? \_\_\_\_\_  
Do you have a High School Diploma, HSED, or GED? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Name and address of High School: \_\_\_\_\_  
\_\_\_\_\_
  
2. Do you have any training or Degree's in accounting \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, please list training or Degree's \_\_\_\_\_  
\_\_\_\_\_
  
3. Have you received any training in Clerical/Human Resources in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Type of training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Which of the following programs you have experience with.
  - a. Microsoft Programs – \_\_\_\_\_ Excel \_\_\_\_\_ Word \_\_\_\_\_ Outlook \_\_\_\_\_ Publisher
  - b. \_\_\_\_\_ Quick Books Software program
  - c. Other computer programs \_\_\_\_\_

**Please attach resume to this application for the application to be considered a complete application.**

Present Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
Working Hours: \_\_\_\_\_ May we contact your employer: Yes / No

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Previous Employers: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ May we contact this employer: Yes/No  
Total Time with Employer : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month/Date/Year Month/Date/Year

Reason for leaving:

Previous Employers: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ May we contact this employer: Yes/No  
Total Time with Employer : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month/Date/Year Month/Date/Year

Reason for leaving:

