



## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | <b>Accounting Specialist I</b> | <b>FLSA:</b> Non-Exempt |
| <b>CLASSIFICATION:</b> | <b>Confidential</b>            |                         |
| <b>DIVISION:</b>       | <b>Administration</b>          | <b>DATE:</b> 09/21/2021 |
| <b>REPORTS TO:</b>     | <b>CFO/Director of Finance</b> |                         |

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### POSITION SUMMARY:

Responsible for performing basic accounting-related functions and duties. Under supervision, incumbent will become proficient with maintaining accounts payable records, establishing, maintaining and reviewing accounting records, claims, accounts payable, auditing vouchers and processing of payments. As experience is gained, there is greater independence of action within established guidelines. This is a confidential position.

### ESSENTIAL FUNCTIONS:

- Administers procedures, in accordance with applicable law, regulation, or policy, for the receipt of funds from various funding sources; creates reports as required.
- Under supervision, assists with audit preparation; coordinates and prepares related documentation for external auditors; assists during the audit process.
- Under supervision, maintains project ledgers, computer-based spreadsheets/databases; monitors and reports over-budget and unapproved items.
- May assist with the preparation and processing of claims and purchase orders in accounting software and the calculation and input or upload of information related to payroll deductions, voluntary and retirement benefits.
- May prepare reports for board meetings.
- May assist in preparation of various District billings, such as fire billing, restitution, District contracts, standby fees, plan review fees, etc.
- May assist in preparation of costs related to contract negotiations.
- May reconcile bank statements or supporting reconciliations.
- Other duties as assigned. May provide backup for payroll position.
- Performs a variety of administrative/clerical/record management tasks as required.
- Performs tasks and functions related to procurement cards and related expenses including inputting transactions and attaching related support.
- Prepares required financial documentation such as invoices, statements, reports, etc.; reviews documentation for accuracy; reconciles statements and reports discrepancies; scans documentation for electronic storage/review.
- Under supervisory guidance, provides information to District staff that requires the use of judgment and the explanation of policies, rules or procedures.
- Receives, prepares and posts deposits to the bank and accounting software, ledgers or computer-based spreadsheets/databases; scans documentation for bank deposits and electronic storage/review; reconciles bank statements and other accounts.
- Reconciles various accounts.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- Participates in Emergency Operation Center deployment activities and provides administrative support as required.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Under supervision, reviews and coordinates the processing of periodic/special reporting to include budget expenditure reports, projections, reconciliations, project accounting, and fixed asset inventories; compiles related data as required.
- Responsible for calendar year end process such as processing 1099
- Under supervisory guidance, responsible for fiscal year end process to prepare for annual audit including proper classification of expenditures between budget years.
  
- Scans documentation for electronic storage/review;

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience:**

High School diploma/GED; AND two (2) years of clerical experience in accounting or finance; OR an equivalent combination of education, training and experience as determined by the District Fire Chief or designee.

### **Required Knowledge and Skills**

Knowledge of:

- Applicable District policies and procedures.
- Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business mathematics and statistical practices.
- Applicable rules, regulations, laws and codes.
- Practices of reviewing financial documents for completeness and accuracy.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Performing financial office support work.
- Reading and explaining rules, policies and procedures.
- Identifying and reconciling errors and discrepancies.
- Organizing, researching and maintaining financial files.
- Making accurate mathematical and statistical calculations.

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- Managing assignments and meeting deadlines.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone.

## **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- None.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in both a typical and non-typical administrative support setting, which may include working outside the office environment, as needed, requiring the ability to tolerate some adverse weather conditions and on rare occasions, ability to traverse on uneven ground; ability to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to occasionally lift and carry in excess of 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees may be required to submit to a fingerprint-based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

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### JOB DESCRIPTION

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_