



JOB DESCRIPTION

JOB TITLE:	Accounting Specialist I	FLSA: Non-Exempt
CLASSIFICATION:	Confidential	
DIVISION:	Finance	DATE: 09/17/2024
REPORTS TO:	CFO/Director of Finance	

POSITION SUMMARY:

Responsible for performing basic accounting and payroll-related functions and duties based on assignment. Under supervision, incumbent will become proficient with maintaining the essential functions of their assignment. This is a designated confidential position under NRS 288.420.

GENERAL 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; including proper classification of expenditures between budget years; assists during the audit process.
- Under supervision, maintains project ledgers, computer-based spreadsheets/databases; monitors and reports over-budget and unapproved items.
- May prepare reports for board meetings.
- May reconcile bank statements or supporting reconciliations.
- Other duties as assigned. Performs a variety of administrative/clerical/record management tasks as required. May provide backup for alternate assignments.
- 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.
- Performs a variety of administrative/clerical/record management tasks as required.
- Performs required record management tasks at fiscal year-end.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Preparation of reports.
- Ability to Assists employees with Finance-related questions.
- Under supervisory guidance, provides information to District staff that requires the use of judgment and the explanation of policies, rules or procedures.

ADDITIONAL ESSENTIAL FUNCTIONS FOR ACCOUNTS PAYABLES ASSIGNMENT:

- Assists in receiving, 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.

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- Performs tasks and functions related to procurement cards and related expenses including inputting transactions and attaching related support.
- Prepares and processes claims and purchase orders in accounting software and the calculation and input or upload of information related to payroll deductions, voluntary and retirement benefits.
- 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.
- Responsible for calendar year end process such as processing 1099
- 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.

ADDITIONAL ESSENTIAL FUNCTIONS FOR PAYROLL ASSIGNMENT:

- Ability to identify payroll policies, compliance with collective bargaining agreements, federal and state regulations, labor standards, Nevada PERS, etc., and apply under supervisory direction; ensures changes and updates are identified and properly applied and appropriate notifications are made.
- Administers annual leave updates and resets hours according to policy or collective bargaining agreements; calculates the vacation and sick leave annual buy-back program, ensuring accuracy and verifying annual vacation and sick hour reset; ability to calculate and apply other employee leave.
- Assists employees with questions related to payroll, including deductions, calculations, time reporting, etc.; manages direct deposit updates, deduction modifications, and all other employee requests related to payroll.
- Prepare upload of information related to payroll deductions, voluntary and retirement benefits into accounting software.
- Prepare for review and approval, bi-weekly payroll, balancing and maintenance of deductions, remittance of payroll taxes and insurance premiums, submission of electronic transfers; calculates gross pay adjustments, pro-rated leave, termination pay, child support, garnishments, and IRS levy withholdings. Accurately calculate and prepare manual employee checks for review and approval.
- Under Supervision, prepares Monthly PERS report and responds to PERS inquiries.
- Under supervision, properly applies Public Employee Retirement policies related to retirement distributions, call back rules, and all other applicable regulations
- Under supervision, responsible for closing calendar and fiscal year within the payroll system, quarter-end reconciling, verifying and ensuring that all data changes over accurately; ensures all year-end processing is completed accurately and within required timeframe for accurate W2 reporting and issuance

The above does not represent a complete list of all essential functions.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties 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, payroll 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.
- Research and analysis and project implementation techniques. Nevada Public Employee Retirement Systems (PERS) requirements and Fair Labor Standard Act (FLSA)
- Principles and practices of payroll administration

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.
- 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.

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REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver's license.
- Obtain ICS 100 and ICS 700 within six (6) months of employment.
- Proctored Typing Certificate at a minimum of 40 WPM.

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.*

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



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PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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