



JOB DESCRIPTION

JOB TITLE:	Accounting Specialist II	FLSA: Non-Exempt
CLASSIFICATION:	Confidential	
SALARY RANGE:		
DIVISION:	Administration	DATE: 09/21/2021
REPORTS TO:	CFO/Director of Finance	

POSITION SUMMARY:

Responsible for performing an increasingly higher level of technical accounting-related functions and duties involved with maintaining accounting records; establishes, maintains and reviews accounting records, claims, and accounts payable; audits vouchers and processes receipts and payments. This position requires proficiency in the essential functions and does not require close supervision. This is a confidential position.

ESSENTIAL FUNCTIONS:

- Administers procedures, in accordance with applicable law, regulation, or policy, for the receipt of grant program funds from various funding sources; creates reports as required
- Answers inquiries relating to proposed grants, contracts, budgets and program activities.
- Independently perform audit preparation; coordinates and prepares related documentation for external auditors; assists during the audit process. May conduct grant contract monitoring for sub-grantees.
- 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.
- Develops, monitors, and maintains grant project tracking systems to ensure timely preparation of grant reimbursement remittances and compliance with grant requirements.
- With limited supervision, maintains project ledgers, computer-based spreadsheets/databases; monitors and reports over-budget and unapproved items.
- Manages and submits all grant reporting and financial documentation in a timely manner and in accordance with the defined grant deadlines and terms. Responsible for final grant close out and submission of accurate documentation.
- Prepare and process claims and purchase orders in accounting software
- May assist with the calculation and input or upload of information related to payroll deductions, voluntary and retirement benefits.
- May prepare reports for board meetings.
- 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.

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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- Performs tasks and functions related to procurement cards and related expenses including inputting transactions and attaching related support.
- May present information to, attend, and/or respond to questions at Board meetings, advisory boards, or committee meetings as required.
- Provides information for annual Schedule of Expenditures of Federal Awards (SEFA) as part of the County Single Audit and submits to Chief Financial Officer for review.
- 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.
- Provides assistance as needed in identifying grant funding needs; researches and maintains information on available federal, state, local and private grant funding sources to maximize funding opportunities available; coordinates with federal, state, local, and private agency officials to ensure awareness of possible grant funding sources for new and on-going projects.
- Provides fiscal oversight and guidance, technical assistance, and training in the proper preparation of grant applications and in the development and implementation of procedures to ensure grant compliance and accountability systems; reviews funding requests and coordinates the review process, as needed; monitors the implementation of grant-funded projects.
- Ability to independently provide 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.
- 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.
- Researches, monitors and coordinates fiscal compliance activities; maintains respective compliance requirements; provides current information to work towards the goal of reducing single audit findings.
- With limited supervision, is able to review and coordinate the processing of periodic/special reporting to include budget expenditure reports, projections, reconciliations, project accounting, and fixed asset inventories; compiles related data as required.
- Reviews program budget, and purchases; monitors expenditures and grant budget accounts; performs grant and general fund reconciliation and projections to include actual revenues and expenditures against grant award amounts; ensures all grant conditions are in fiscal compliance. Responsible for calendar year end process such as processing 1099
- 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;

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- Verifies purchases are in compliance with grant awards, guidance, requirements, policies, procedures, and any other compliance-related documentation.
- Under supervision, may apply for grant opportunities on behalf of the Fire District and Emergency Management. Identifies matching funds and/or in-kind services and presents to Director of Finance and/or District Fire Chief for review for review and final approval. Obtains appropriate Board approvals and authorizations following Fire District and/or Douglas County policies and procedures.

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:

Associate's degree with major course work in accounting or finance, or a closely related field, AND three (3) years of program and administrative support experience, OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills

Knowledge of:

- Applicable District policies and procedures.
- Ability to read, understand, and apply grant guidance rules, regulations, 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.
- Principles and techniques of deposit processing, accounting, and bookkeeping.
- Governmental accounting principles.
- Principles and practices of auditing financial documents and records.
- 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)



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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.

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.*



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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.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____