

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Financial Specialist
Reports To: Finance Manager
Supervises: Non-Supervisory Position

FLSA: Non-Exempt
Status: Full-Time
Safety Sensitive: No

Primary Function

Works under the supervision of the Finance Manager to perform a wide variety of accounting related activities for the District. This position requires the ability to multi-task, excellent attention to detail, strong organizational and analytical skills and strong interpersonal communication skills. Provides customer service to internal and external customers of the District regarding finance related matters.

Principle Duties and Responsibilities:

Accounts Payable

- Ensure payment to vendors in accordance with GRFD Vendor and Payment Policy.
- Routes invoices to appropriate division managers for payment approval.
- Processes accounts payable and issues vendor payments in a timely manner.
- Maintains vendor files/records including invoices, checks, payments, debits in accordance with State retention guidelines
- Communicates with suppliers and district personnel regarding invoices.
- Reconciles and enters credit card transactions into the accounting system.

Accounts Receivable

- Generate invoices for the District monthly, quarterly and ad-hoc.
- Post payments on receivable invoices.
- Work with partnering agencies to prepare invoices for grant reimbursements.
- Maintains invoicing records in accordance records pursuant to State retention guidelines.

Cash reconciliation

- Completes multiple bank account reconciliations monthly
- Investigates and resolves erroneous or incomplete transactions.

General Ledger

- Responsible for entering, maintaining and reconciling general ledger accounts.
- Maintains accounting records and documents to substantiate transactions for reports and the annual audit.
- Prepares financial reports both monthly and ad-hoc
- Book cash receipts

Payroll

- Works closely with Human Resources to ensure accuracy in payroll pay and benefits data. Completes final verification of payroll file prior to acceptance and processing through ADP system.
- Process all payroll/benefit payments to vendors.
- Serves as back-up to HR/Payroll Specialist for bi-weekly payroll processing including:
 - Coordinating the reporting of electronic timesheet data to outside payroll vendor.
 - Advising division heads and/or personnel of timesheet discrepancies related to calculation, overtime, differentials, sick, vacation, compensatory time, and initiates necessary adjustments.

- Responding to employee inquires regarding payroll such as direct deposit, withholdings, deductions, contributions and timesheet issues.
- Maintaining employee payroll records/files and processes payroll adjustments and updates.
- Reconciling paid time off leave balances with electronic time sheet system and outside payroll vendor data.
- Providing salary and employment verifications pursuant to authorized requests.
- Maintaining payroll reports and provides pay-data information both internally and externally.

Other

- Responds to phone/written/walk-in inquiries from internal/external customers and provides information as appropriate.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
- Complies with the rules, policies, and procedures of the District.
- Performs other duties and projects as assigned.

Knowledge and Abilities:

- Must have knowledge of payroll, financial record keeping and reporting practices.
- Strong mathematical aptitude, data entry and problem solving skills.
- Strong analytical ability to research, reconcile, and/or compile various statements, reports and data.
- Ability to accurately perform data entry at a reasonable rate of speed.
- Maintain complex records and filing systems.
- Ability to maintain confidentiality.
- Ability to handle multiple-tasks and work effectively in an environment subject to changing priorities and frequent interruptions.
- Organize and complete assigned projects in a timely manner and meet rigid deadlines.
- Establish and maintain cooperative and effective working relationships and communication with co-workers, vendors, officials, and the general public.
- Handle questions and/or concerns in a courteous and timely manner.
- Demonstrates continued initiative to work as part of a team.
- Good oral and written communication skills using the English language.
- Knowledge of office terminology, policies, procedures and conduct.
- Ability to operation standard office equipment.
- Strong computer literacy using web-based systems, automated payroll system, and various computer software including accounting software and Microsoft Office Suite. Proficiency with use of Microsoft Excel.
- Typing skills: 45 WPM

Minimum Qualifications:

- Associates Degree in Accounting from an accredited college or university recognized by the U.S. Department of Education.
- and
- One (1) year work experience in payroll, Accounts payable, General Ledger
- or
- An equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above.
- One (1) year customer service experience.
 - Proficiency with use of Microsoft Excel.

- Valid Arizona Driver License with good record.

Preferred Qualifications:

- Bachelor's degree in Accounting from an accredited college or university recognized by the U.S. Department of Education.
- Governmental Fund Accounting experience
- Experience using ADP Pay Expert and/or ADP Workforce Now
- Experience using (Abila) Sage MIP Fund Accounting software



Golder Ranch Fire District
Physical Requirements/Working Conditions
Job Title: Financial Specialist

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color		X		
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	X			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5 hrs/day)	Constantly (activity or conditions exist 5-11 hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside	X			
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

- SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 9/26/2006
Last Modified: 7/7/2016