



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Accounting Specialist I
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DIVISION	Administration Division
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FLSA STATUS	Non-exempt
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SAFETY SENSITIVE	No
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DEFINITION

Under supervision, the Accounting Specialist I performs a variety of duties involving financial record and bookkeeping.

DISTINGUISHING CHARACTERISTICS

This is an intermediate-level position distinguished from other Finance positions by its emphasis on accounts payable and accounts receivable responsibilities, and a variety of accounting, compliance, and clerical duties.

REPORTS TO: Finance Manager

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Performs full-cycle accounts payable, ensuring vendors are paid promptly and accurately. Reviews monthly statements from vendors and service providers for accuracy, adjustments, proper coding, and approval; researches accounts payable issues.
2. Performs tasks and functions related to procurement cards and related expenses including reconciling purchases and supporting documentation.
3. Confers with vendors/responsible staff personnel as necessary; prepares payments for mailing and creates related reports.
4. Shares accounts receivable responsibilities which may include creating invoices for ambulance stand-by, strike teams/wildland fire assignments, and grants.
5. Supports retirement trust by processing expenses and reconciling the bank account.
6. Assists with audit preparation; coordinates and prepares related documentation for external audit process.
7. Prepares a variety of general and written correspondence and reports related to the Finance department.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

8. Collaborates with Finance team to upgrade software, streamline processes and create efficiencies.
9. Acts as a backup to the District Specialist to receive and screen telephone calls, directs callers to the proper person or personally handles the calls; provides information which requires the use of judgement and interpretation of policies, rules, and procedures on a relief basis.
10. Supports community and special events as needed, in addition to administrative support during significant events/disasters.
11. Contributes to the efficiency and effectiveness of the Administration Division by participating as an active team member.
12. Cultivates positive working relationships with the public and Tahoe Douglas Fire Protection District's personnel.
13. Represents the District with dignity and integrity.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Departmental policies and procedures.
- Accounts payable and accounts receivable processes.
- Terms and acronyms commonly used in assigned function.
- Automated financial management systems utilized by the organization.
- Spreadsheet and word processing software.
- Basic bookkeeping principles and practices.
- Performing detailed office support work accurately.
- Standard office practices and procedures, including filing, and operation of standard office equipment.
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to

- Type and enter data at a speed necessary for successful job performance.
 - Perform basic arithmetic calculations using a calculator such as discounts, interest, proportions, and percentages.
 - Complete assigned projects independently and in a timely manner.
 - Communicate orally with outside auditors and others regarding agency accounts.
 - Write in English sufficient to compose routine business correspondence and reports.
 - Read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations.
 - Maintain accurate office files.
 - Compose correspondence independently or from brief instructions.
 - Assemble reports, forms, and other documents.
 - Create intermediate level financial worksheets utilizing various software programs.
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Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Meet critical time deadlines.
- Contribute effectively to the accomplishment of Division and organizational goals, objectives, and activities.

Ability to

- Manage multiple concurrent projects, organize own work, set, and manage priorities and meet critical deadlines.
- Manage financial records and accounts in an accurate, professional manner.
- Make and maintain accurate records on a daily, weekly, and monthly basis.
- Learn and adapt to new processes.
- Interpret, apply, and explain applicable policies and regulations.
- Perform conscientious office support work.
- Organize own work, set priorities, and meet critical deadlines.
- Understand, interpret, and apply policies, procedures, and written and oral directions to specific situations.
- Follow written and oral instructions.
- Maintain confidentiality of sensitive information and data.
- Interact positively with others including the public, elected officials, other organizational staff, and coworkers.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Associate's Degree in Public Administration, Business Administration, or related field and/or
- Four (4) years of experience in accounting or finance, preferably in the public sector.
- Additional specialized training in accounting software and Microsoft Office Suite, particularly Excel, is required.
- Strong understanding of bookkeeping and accounting principles, preferably governmental accounting standards.
- Exceptional analytical and problem-solving skills.
- Excellent written and verbal communication abilities.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.

- Ability to type a minimum of 25 WPM.
- Possess and maintain a valid driver's license.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Must possess or have the ability to obtain Incident Command Systems (ICS) IS-100, IS-200, IS-700, and IS-800 within twelve (12) months of employment.
- CPR certification within twelve (12) months of hire.

Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish projects & objectives.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and a monitor for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately manage stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to twenty-five pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations. Applicants are encouraged to discuss potential accommodation with the employer.

WORKING CONDITIONS

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car for business purposes. The environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments and find it to be an accurate description of the demands of the job.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

PRINT NAME

SIGNATURE

DATE