

Job Announcement
Administrative and Accounting Support Specialist
South Pierce Fire and Rescue
Eatonville, WA

South Pierce Fire and Rescue is seeking a candidate to fill the position of Administrative and Accounting Support Specialist. This is a full time, non-contracted, non-exempt position. Interested candidates should submit a letter of interest and resume to the District Secretary/Financial Officer by _____. First round reviews will occur in two weeks and the position will remain open until filled.

Job Type: Full-time

Qualifications:

- High School or GED
- 3 years Accounts Payable experience
- 3 years General Accounting experience

Full Job Description

Job Announcement – Administrative and Accounting Support Specialist

Open Date: 03/05/2021

First Review: 03/19/2021

Close Date: open until filled.

Salary: \$40,000 - \$47,000 per year
\$3,333.34 - \$ 3,914.67 per month

Major Function and Purpose: Verifies and processes transactions, analyzes financial information, communicates with vendors, customers, and employees to support Accounts Payable, Accounts Receivable and Cash Receipts. Provides administrative and clerical support, such as typing, making copies, sending faxes, and filing documents, to District management; Coordinates a variety of projects for departments and outside organizations; Provides information to the Board, committees, staff, and the public on technical and administrative matters; Prepares analyses and reports for management; Greets the public, answers telephone calls, and takes messages or directs calls to the appropriate person(s).

Essential Job Functions:

1. *Accounts Payable:* Manages outstanding payables; Matches invoices to purchase orders according to standards and guidelines; Analyzes vendor invoices to determine GL codes and adherence to the budget workbook; Resolves purchase orders, contract, invoice or payment discrepancies; Prepares and files monthly sales tax; Maintains vendors files and tables; Collects and reviews W9s; Produces 1099's at year end; Files unclaimed property; Assigns inventory tags; Reviews and reconciles non-local travel forms.
2. *Accounts Receivable:* Books revenues by logging transactions and reconciling the batches to the daily payment-deposit logs; Creates recurring monthly receivable invoices related to fire protection and EMS contracts; Follows up on payment and resolution of miscellaneous receivables.
3. *Cash Receipts:* Reconciles daily payment deposits and resolves discrepancies; Processes miscellaneous deposits.
4. *Project Management:* Participates in or leads applicable cross-functional project teams.

5. *Administrative and Clerical Support*: Provides clerical support to the District Secretary/Finance Officer and District managers; Assists in preparing Board agendas, board packets and Board room setup; gains required signatures on documents; Records minutes and submits drafts to the District Secretary/Finance Officer for review.
6. *Project Coordination*: Coordinates various projects and the implementation of recommendations within the District, outside organizations and agencies at the request of the District Secretary/Finance Officer or Fire Chief, including researching, compiling, and analyzing information, preparing reports, identifying alternatives, and making and justifying recommendations.
7. *Documentation and Reports*: Prepares and delivers a variety of documents, including policies, statistical analyses, and reports for the Policy Review Committee; Provides information to the Board of Commissioners, staff, and the public about a variety of technical and administrative matters.

Minimally Required Job-Specific Knowledge, Skills and Abilities:

- *Internal Controls and Business Practices*: Foundational knowledge of internal control systems and business practices.
- *Accounting Principles and Practices*: Foundational knowledge of generally accepted accounting concepts, principles, and practices.
- *Financial Records and Reports*: Proven ability to analyze and interpret financial records, design, and maintain spreadsheets and databases, and prepare financial reports and statements.
- *Software Applications*: Advanced knowledge of Microsoft Office applications, database, and internet applications; Advanced knowledge of manual and automated financial systems.

Minimally Required Core Professional Knowledge, Skills and Abilities:

- *Customer Experience*: Proven ability to interact and engage with customers at all levels, to keep accurate citizen records, and to consistently improve citizen-employee interactions to build and sustain relationships.
- *Judgment*: Foundational knowledge of and proven ability to make timely critical decisions based on analysis of the information presented from ambiguous or conflicting situations or when there is an associated risk.
- *Relationship Management*: Advanced skills in leveraging effective working relationships and influencing key stakeholders in support of district goals. Ability to mend and reinforce broken or strained relationships.
- *Communication*: Foundational oral and written communication skills using different forms of media. Ability to translate concepts to individuals at all levels.
- *Organization, Planning and Multi-tasking*: Advanced organizational and planning skills. Proven ability to set priorities, meet deadlines and multi-task with minimal supervision. Proven ability to coordinate activities.
- *Self-Management and Teamwork*: Ability to work independently or as a member of the team, ability to be detailed-oriented and consistently accurate, ability to manage stress effectively in a fast-paced environment, and ability to quickly learn new systems, processes, and procedures.
- *Project Management*: Foundational knowledge of and ability to apply project planning and management principles, guidelines, and practices.
- *Confidentiality*: Proven ability to maintain confidentiality on work-related issues.

Other Information:

- Travel required: None.
- If required, must be willing to work irregular hours and at various intervals, including weekends, holidays, and evenings. Be on standby for emergency assignments.
- Attends Board meetings
- Adheres to all applicable safety and security standards and guidelines.
- Uses desk phone, cell phone, laptop, and desktop computer; 10-key.
- Must pass a District background investigation to include but not limited to criminal, civil, driving record and credit evaluations.
- Must pass a thorough background investigation to include employment reference check and verification of all applicable certifications and educational degrees.
- Must pass pre-employment drug and nicotine tests.
- Attends conferences and meetings to maintain knowledge of current trends in the field.

Interview Process

Oral interviews are tentatively scheduled for _____

Resume Submission

Resume and cover letter must be submitted via email to:
South Pierce Fire & Rescue Human Resources
via email at jobs@spfr.org

Miscellaneous:

IT is the policy of South Pierce Fire and Rescue (SPFR) to afford equal opportunity to all employees and applicants for employment regardless of veteran status, race, religion, gender, sexual orientation, age, national origin, or disability. SPFR provides reasonable accommodation to all applicants who require such accommodation to apply for the position or to perform the essential functions of the job. The District also promotes a drug-free and smoke-free workplace.

Benefits:

- PERS 2/3 retirement
- Deferred comp
- Medical/Dental/Vision insurance
- Health retirement account
- Life insurance
- Disability insurance
- Employee assistance program
- Paid time off
- 10 observed holidays & 3 floating holidays
- Sick leave accrual
- Longevity pay after five years of employment.

Schedule:

- Monday-Friday
- 8 hour shifts
- Occasionally on call weekends