



JOB DESCRIPTION

TITLE: Financial Accounting Specialist	J.D. NUMBER: 30.201
DIVISION: Administration	SALARY/WAGE STATUS: Per Wage Resolution
FLSA CLASSIFICATION: Non-Exempt/Hourly	PERS CATEGORY: General Service
CIVIL SERVICE STATUS: Non-Civil Service	BARGAINING UNIT: None
SUPERVISION EXERCISED: None	SAFETY SENSITIVE: No
	CONFIDENTIAL: Yes

GENERAL STATEMENT OF DUTIES

Fire District Financial Accounting Specialist provides professional-level financial services to the Fire Chief, designated personnel, and the Board of Directors. This position is responsible for budget development and processing, contract administration and purchasing activities, accounts payable and accounts receivable, and coordination of year-end closing and audits, initiate and complete monthly payroll processes, taxes, and liability accounts as well as perform related work as required. Fire District Financial Accounting Specialist is responsible for providing financial and accounting support services including budget development, performing financial analysis, payroll functions, accounts payable and receivable, and procurement coordination. These tasks are illustrative only and may include other related tasks.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief who reviews work for conformance to District policies and standards.

SUPERVISION EXERCISED

This is a non-supervisory confidential position. Lead work is a typical function assigned to this position. Incumbents in this position may provide training and orientation to personnel as needed.

KEY ATTRIBUTES

In addition to meeting the established minimum qualifications stated below, the Ideal Candidate will have the following attributes:

- Motivated, self-directed problem solver with high standards for quality.

- Possess strong analytical skills, able to identify and understand complex problems and apply logical thinking and quantitative methods to gathering and analyzing information.
- Exceptional communication skills, both written and oral, and the ability to communicate with diverse audiences in a variety of contexts.
- Strong collaborator with the ability to develop and maintain work relationships with internal staff, District leaders, Board members and key stakeholders for the purpose of consulting and providing guidance on various budgets and also obtain needed information.
- Able to work on multiple projects and consistently maintain effectiveness even when experiencing changes in work priorities.
- Keen ability to identify areas where improvement is needed and take action to implement changes to improve current financial work processes and procedures.
- A savvy user of information systems with the ability to create financial reports and spreadsheets, maintain data models and to assist with and perform financial analysis.

ESSENTIAL FUNCTIONS:

1. Develops and implements asset management processes for financial reporting purposes, which include maintaining and reconciling the general ledger in accordance with Generally Accepted Accounting Principles (GAAP), as well as tracking capital projects. Responsible for the month-end and year-end closing processes including preparation of audit documents, related financial analyses, as required.
2. Prepares, enters, reviews, analyzes, and posts adjusting journal entries and budget adjustments to the financial system. Looks for ways to streamline processes while maintaining internal controls.
3. Prepares and reviews reconciliations related to District accounts, including but not limited to, the general checking account, bond account, Local Government Investment Pool (LGIP), and Oregon Public Employees Retirement System (OPERS) account.
4. Analyzes, develops, and utilizes spreadsheets, databases and other computer applications required to conduct and complete assigned projects. Assists staff with the development of processes and reconciliations of subsidiary systems to the General Ledger. Assists with setting up new codes and/or accounts. Reviews and analyzes all subsystems' activities for accuracy prior to updating to the general ledger.
5. Creates revenue and expenditure projections and financial analyses; participates in the annual budget development processes for MCFD No. 1.

Primary responsibilities include:

- Operates and maintains computer payroll systems and payroll master files;
- Assists District supervisors and employees with time data entry and questions related to monthly payroll processing;
- Prepares and distributes payroll checks; coordinates direct deposit electronic funds transfers and notices in accordance with Federal and State time requirements; Issues manual checks for separations, retirements and approved draws; writes journal entries necessary to complete payroll processing and
- Reconciles payroll registers and other payroll-related General ledger accounts; processes payment back-up paperwork for deductions, payroll taxes and paid benefits;
- Compiles information for payroll tax reporting, and completes payroll subsystem reconciliations to the General Ledger;
- Reconciles workers' compensation wages to quarterly federal tax reports;
- Completes calendar year reconciliation of the payroll system and issues W-2

statements; updates and reconciles benefits elections forms and associated payroll registers and assists with remittance of payments for employee benefits;

- Provides oversight of the District's OPERS program; may assist with maintaining and updating information in the OPERS reporting program, determining and tracking employee eligibility and determining and processing retroactive eligibility notices and refunds/payment requests.
- Researches, responds, and provides analysis related to inquiries within area of assignment including payroll, asset management and related subsystems. Prepares monthly budgetary information for the Board of Directors.
- Initiates annual budgeting process, assists Division Managers with the preparation and administration of the District's operating and capital budgets. Creates annual Budget Document regarding the District's budgetary status and service delivery effectiveness.
- Provides support to Human Resources for the District; enters and maintains payroll-related employee census changes, including benefit changes, employee contact information, wage increases, and tracks leave banks.
- Accounts payable functions, including preparation of invoices for payment, maintaining records of accounts payable, tracking of District credit cards, and credit card purchases. Maintains files, and stores AP, AR and Payroll records in accordance with Oregon law.
- Accounts receivable functions, including collections, preparation of receivables for deposit, and maintaining records of accounts receivable. Maintains, files, and stores AR records in accordance with Oregon law.

EXPERIENCE AND TRAINING

1. Associate degree in Finance or Accounting, **and**;
2. Minimum of three years of related experience in a similar position that includes payroll-related functions, Oregon public budgeting financial analysis, **and**;
3. Experience in Public Budgeting and Accounting
4. In lieu of degree, applicant must demonstrate other equivalent education and/or experience to be considered in lieu of the formal education requirement listed above. The three-year minimum experience standard must still be met. Adequate equivalency will be at the sole discretion of MCFD No. 1.

Knowledge, Skills and Abilities:

- An advanced level understanding of governmental budgeting, accounting and its application.
- Knowledge of computerized financial management systems, particularly as subsidiary ledgers interact with the general ledger; ability to analyze transactions between ledgers to find errors and the related causes.
- Ability to develop, implement, understand and apply payroll processing knowledge and skills to perform the essential functions of the position.
- Strong organizational, analytical, communications, interpersonal and time management skills.
- Knowledge of GAAP and ability to apply to governmental entities, develop alternatives, and make recommendations regarding changes to the accounting systems.
- Demonstrated expertise in using spreadsheets, word processing software, computerized financial systems and other computer program applications. Experience using these tools for budgeting and forecasting is preferred.
- Accurate ten-key skills.
- Excellent customer service and problem solving skills. Ability to get along well with

coworkers and the general public and maintain effective work relationships.

PREFERRED EDUCATION/EXPERIENCE:

- BACHELORS DEGREE IN PUBLIC FINANCE OR ACCOUNTING
- Accounting, budgeting, and payroll experience for a governmental entity
- Experience using Springbrook/Accela financial software
- Experience managing General Obligation Bonds and Local Operating Levies
- Equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in finance or accounting or a field related to the work. (Additional professional or paraprofessional financial planning and support experience may be substituted for the education on a year-for-year basis.)

TOOLS AND EQUIPMENT USED

In the performance of job duties, the incumbent may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; and other office-related tools and equipment.

PHYSICAL DEMANDS

The physical demands of positions in this classification include sitting for long periods of time while performing data entry and other clerical tasks; bending and stooping from sitting and standing positions to perform filing and other functions; occasional lifting and moving up to 20 pounds; using wrists, hands and fingers to perform data entry and manual posting tasks for long periods of time. Specific vision abilities required by positions in this classification include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of positions in this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this classification, employees regularly work with and near electronic equipment and near on-going emergency radio traffic. The noise level of the work environment can vary from mild to moderate. This position is eligible for Telework in accordance with the District adopted Telework Policy.