

Hours:

Monday – Friday 8a-5p

Salary:

\$60,000 - \$80,000 DOE/DOQ

Benefits:

- Employer paid medical insurance for employee and dependent. Family coverage available at employees' expense
- Dental Insurance, Vision Insurance, Life and Accidental Death and Dismemberment Insurance, Long Term Disability Insurance, other supplemental insurance such as Accident, Cancer, ADD, Short Term and Long-Term Disability Policies, Life Insurance Whole and Term available at employees' expense
- Texas County Districts Retirement System (TCDRS) mandatory – 7% employee contribution with a District match of 2.5 to 1 match, Vesting at 10yrs
- Voluntary Supplemental 457(B) retirement available
- Vacation accrued per pay period
- Sick Time accrued per pay period
- Holiday pay for approved holidays
- Employer paid Life insurance policy
- Employer paid Short Term and Long-Term Disability policies
- Longevity Pay
- Employee Assistance Program
- Training opportunities available



Wilson County ESD #3 Job Description



Job Title: Finance & Benefits Administrator

Classification: **Non-Exempt**
Hours: M-F 8a-5p

Supervisor: Chief

Effective: 5 / 26/2026

Position Summary

The Finance & Benefits Administrator is responsible for the comprehensive administration of the District's financial operations and employee benefits programs. This position performs hands-on accounting functions, processes payroll, manages accounts payable and receivable, prepares financial reports, and works with outside auditors to complete the District's annual audit. This role ensures the District's financial practices are maintained in accordance with applicable governmental accounting standards, including compliance with **Governmental Accounting Standards Board (GASB)** principles. The position serves as the primary liaison with external auditors, payroll providers, benefits carriers, and financial institutions. The role operates with a high degree of confidentiality, accuracy, and independent judgment, and reports directly to the EMS Chief.

Essential Duties & Responsibilities

Financial Administration

- Maintain the District's general ledger and financial records in accordance with generally accepted accounting principles (GAAP) and **GASB standards**.
- Ensure compliance with Governmental Accounting Standards Board (GASB) reporting requirements applicable to special districts.
- Prepare monthly, quarterly, and annual financial reports.
- Assist in preparation and monitoring of the annual operating budget.
- Reconcile bank statements and balance sheet accounts.
- Monitor cash flow and maintain appropriate internal financial controls.
- Ensure compliance with applicable local, state, and federal financial regulations.
- Grants – finds grants, applies for and coordinates any post grant management requirements.

Accounts Payable & Receivable

- Process vendor invoices and issue payments in accordance with District policy and internal controls.
- Maintain vendor files, W-9 documentation, and 1099 reporting.
- Manage accounts receivable and track incoming revenues.
- Coordinate payment approvals with the EMS Chief as required.

Payroll Administration

- Process bi-weekly payroll accurately and timely.
- Maintain payroll records, deductions, garnishments, and tax withholdings.
- Ensure compliance with federal and state payroll regulations.
- Prepare and file required payroll tax reports and related documentation.

Employee Benefits Administration

- Administer employee benefit programs including health, dental, vision, life, retirement, and other District-sponsored benefits.
- Coordinate annual open enrollment processes.
- Serve as liaison with insurance brokers, carriers, and retirement administrators.
- Maintain benefits records and ensure proper payroll deductions.
- Assist employees with benefits-related inquiries and documentation.



Wilson County ESD #3 Job Description



Audit & Compliance

- Coordinate and prepare documentation for the District's annual external audit.
- Serve as primary point of contact for external auditors.
- Prepare the District's Annual Financial Report in accordance with GASB standards.
- Maintain organized financial documentation in compliance with records retention requirements.

Administrative Support

- Maintain financial and personnel records in accordance with District policy and applicable laws.
 - Prepare financial reports and supporting documentation for Board meetings as requested.
 - Provide financial analysis and administrative support to the EMS Chief.
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Minimum Qualifications

- Associate's degree in accounting, Finance, Business Administration, or related field (Bachelor's preferred).
 - Minimum three (3) years of experience in accounting, payroll, or governmental finance.
 - Experience with payroll processing and benefits administration required.
 - Experience working with external auditors required or strongly preferred.
 - Experience with governmental accounting and **GASB reporting standards preferred**.
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Knowledge, Skills & Abilities

- Strong knowledge of accounting principles and governmental financial reporting practices.
 - Working knowledge of **GASB standards and governmental fund accounting**.
 - Proficiency in accounting and payroll software systems.
 - High level of attention to detail and accuracy.
 - Ability to maintain strict confidentiality.
 - Strong organizational and time management skills.
 - Ability to work independently with minimal supervision.
 - Effective written and verbal communication skills.
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Working Conditions

- Work is performed primarily in an office environment.
 - Regular use of computer, telephone, and standard office equipment.
 - May require extended hours during audit preparation, budget cycles, or payroll processing periods.
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Physical Requirements

- Ability to sit for extended periods.
 - Ability to lift and carry office materials up to 25 pounds occasionally.
 - Visual acuity sufficient to review financial documents and computer screens.
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Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be modified or reassigned at the discretion of the EMS Chief and the Board of Commissioners of Wilson County ESD #3.



Wilson County ESD #3 Job Description



I. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

II. MANUAL DEXTERITY:

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day-to-day tasks.



Wilson County ESD #3 Job Description



III. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs.	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
CARRYING	Up to 5 lbs.	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of
	6-10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
PUSH/PULLING	Up to 5 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one workstation to another.
	6-10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one workstation to another.
	11-20 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one workstation to another.
	21-25 lbs.	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs.	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



Wilson County ESD #3 Job Description



NON-MATERIAL HANDLING ACTIVITIES

Tasks	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladders to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (Bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within workstation, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
SITTING	C	Typing letters and reports on computer keyboard or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paperwork, opening drawer to retrieve files.
FINGERING (finger dexterity)	C	Typing letters and reports on computer keyboard or typewriter, using 10 key calculators by touch, handwriting messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



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I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date