



Klamath County Fire District No. 1

Job Description

FINANCE SPECIALIST DISTRICT SUPPORT STAFF II

SALARY: [REDACTED]
[REDACTED]

REPORTS TO: Finance Officer

FLSA STATUS: Non-Exempt

GROUP: Non-Represented

CLASSIFICATION: Non-Management

DIVISION: Administration

STATUS: Full-Time

LOCATION: Central Fire Station

POSITION OVERVIEW

Under the direction of the Finance Officer, this position performs a variety of para-professional and technical accounting duties for the Finance Department. Specifically, the position provides backup to the Finance Officer including, but not limited to, processing payroll accounts payable, and accounts receivable. This position requires work to be completed in an accurate, proficient and confidential manner. This position requires an individual with a positive attitude, professional enthusiasm, and commitment to customer service and teamwork. The position requires flexibility in completing work assignments, ability to prioritize tasks, and ability to work in a fast-paced office environment.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Responsibilities and duties may vary but the essential job duties will include the following:

1. Processing work-time records, leave time accruals, personnel payroll adjustments, etc., in accordance with District policy and Collective Bargaining Agreement provisions.
2. Processing payroll tasks, for each pay period, including pay data entry, FLSA reconciliation, payroll report production, direct deposit file creation and check routing.
3. Monitoring, processing and tracking of Oregon Public Employee Retirement System (PERS) eligibility.
4. Monitoring proper calculation and reconciliation of all Federal and State taxes, employee benefits administered through payroll and other employee deductions.
5. Preparing all Federal and State tax reports, annual W-2's and any other year-end reconciliations, should it become necessary.

6. Producing ad hoc payroll reports, as requested by the Finance Officer or other Chief Officers of the District.
7. Conducting all accounts payable processes, reconciliation and disbursement of vendor checks.
8. Maintaining accounts payable files and applicable vendor W-9's.
9. Producing year-end 1099's and associated reporting.
10. Preparing and issuing invoices for all billable instances, as set forth in the District's Fee Schedule Ordinance (currently 19-01), except for those instances associated with Emergency Medical Response.
11. Preparing and issuing invoices for purposes of reimbursable, cost-recovery instances, not specified in the aforementioned District Ordinance.
12. Processing training and travel requests for District personnel.
13. Assisting with budget preparation and audit facilitation
14. Preparing cash receipt batches and bank deposits
15. Assisting with all phases of grant administration
16. Assisting with the planning of, and preparation for, District meetings, trainings and events.
17. Serving as Secretary Treasurer for the Klamath County Fire District No. 1 Foundation.
18. Maintains harmonious work environment with coworkers through strong interpersonal skills; shows commitment to policies, goals and objectives of the District.
19. Performing other administrative duties as assigned, when necessary for the effective administration of the District.

SUPERVISORY CONTROLS

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, accuracy, and compliance with applicable laws, regulations, policies, and procedures.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

JOB CONDITIONS

The work schedule is eight (8) hours per day, five (5) days per week for a total of 40 hours. The supervisor assigns the exact schedule. The fire Chief can authorize variations of the scheduled 40-hour work week. Occasional evening and weekend work is required for meetings or special projects. Overtime pay or compensatory leave is provided for all hours worked outside the normal 40-hour work week.

It is the attendance standards of the employer that all employees are present and on time each shift they are scheduled to work. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Job requires extensive use of office equipment including, but not limited to, computers with Microsoft Office, fire-based staffing programs, the internet, tablets, telephones, cell phones, copy machines, and fax machines.

This position occasionally requires driving and the use of Fire District vehicles.

The work is performed in a temperature-controlled, well-lit office.

The noise level for this position is usually quiet.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general office practices and procedures and considerable knowledge of office recordkeeping, preferably with a Special District, emergency service, other governmental or non-profit organization.

Ability to maintain confidentiality and professionalism while performing the daily job functions.

Ability to understand work flow process while providing administrative support.

Ability to communicate in a courteous personable manner, and maintain harmonious working relationships.

Ability to effectively utilize District software programs with a

Ability to understand and interpret laws, rules, regulations, policies, and procedures.

Ability to organize, prioritize multiple projects.

Excellent keyboarding, vocabulary, spelling, punctuation, and grammar skills.

Ability to learn and remain proficient in proprietary computer programs and shared database systems used by KCFD1.

TRAINING PERIOD

Training and new employee orientation is expected to take approximately 6-9 months for a fully qualified employee to become accustomed to the specialized fire service terminology, processes, and statistical data reporting systems unique to emergency services. The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status.

QUALIFICATION REQUIREMENTS

Consideration will be given to any combination of education and experience that would reflect meeting the qualifications. Equivalent education and certifications from other states or agencies may be considered.

Education

High School diploma or equivalent.

Certifications/licenses

Possession of a driver’s license valid in Oregon and maintain a safe driving record throughout the duration of employment.

Experience

Five (5) years’ experience in the combination of finance/accounting and clerical fields, of which at least 3 years must be financial/accounting.

Proven success in an office environment with strong customer service skills.

Other

Computer experience with an emphasis in the use of Microsoft Word, Excel, Outlook, PowerPoint; databases; and work in a networked environment.

Ability to type accurately at a minimum of 50 WPM.

Proficient at 10-key.

PREFERRED QUALIFICATIONS

Education

Associates Degree in Finance, Accounting, Office System, or closely related field plus 3 years' experience in the combination of finance and clerical fields, of which at least 2 years must be financial/accounting.

OR

Bachelor's Degree in Finance, Accounting, Business Administration, or closely related field plus 1-year experience in finance/accounting.

Certifications/licenses

N/A

Informational Only

PRE-EMPLOYMENT REQUIREMENTS

Employment for this position is contingent on clearance of the following:

- Pre-Employment Drug Screen
- Background Investigation
- Physical Examination
- Psychological Evaluation

ADA/EEO STATEMENT

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. *In compliance with the Americans with Disabilities Act, KCDFI will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

JOB DESCRIPTION APPROVAL

I concur with the job duties and listed elements as defined in this job description.

Fire Chief Signature

Date

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

Employee Signature

Date