

NORTHSHORE FIRE DEPARTMENT

JOB DESCRIPTION

Title:	Finance Specialist	Number:	2430-A3
Division:	Administration	Effective Date:	April 08, 2016
FLSA Class:	Non-Exempt	Approved By:	Chief Torpin

JOB DESCRIPTION SUMMARY

Under the direction of the Fire Chief, the Finance Specialist provides accounting, clerical research and confidential administrative support to Administrative and other District staff; prepares and maintains accounting records for payroll, benefits, grant management activities and other financial data; performs assigned purchasing functions; applies accurate fiscal management policies, procedures and internal controls for the District in accordance with District policy, State and Federal regulations; responsible for processing the District's monthly payroll and providing timely and accurate payments to vendors and State and Federal agencies; compiles, monitors, verifies and reconciles all financial data in the District's accounts payable and accounts receivable; provides payroll-related customer service and information to staff and external customers; assists in the auditing of finance, payroll and insurance information/data as directed. Additional duties may include reception and phone coverage and other clerical duties as assigned.

Duties require considerable attention to detail, flexibility and ability to meet rigid deadlines. Responsibilities have a significant impact on the department's operations, budget, accounting, record keeping, legal filings and customer satisfaction.

In addition, the Finance Specialist may serve as Secretary to the Board of Fire Commissioners for the District.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Provide independent administrative support including: arranging meetings and coordinating schedules; preparing routine correspondence, basic reports, surveys and memorandums; attending meetings and providing accurate meeting minutes; compiling, summarizing and reporting findings. Prepare other documents and publications such as Special Meeting notices, resolutions, advertisements, newsletters, web page updates and business letters on behalf of the Fire Chief or others.

Process and submit monthly payroll for the District. Payroll duties include: distribution of paychecks, administering direct deposit process, wage garnishments, implementation of pay rate changes including longevity pay, step and salary adjustments, and payroll changes; completion and submittal of payroll reports and payments for IRS taxes, Department of Retirement Systems (DRS), Labor & Industries (L&I), 457/Deferred Compensation program, Health Reimbursement Account, benefit plan administrators, Employment Security Systems, and other miscellaneous transactions.

Process all accounts payable and accounts receivable; record receipts or expenditures and maintains computer records of transactions; receive and process cash payments and prepare bank deposits; generate invoices and monitors collections; review purchase orders, travel

authorizations, and expense claims for accuracy and processes for payment, mailing checks according to established procedures. Maintain accurate filing systems, matching purchase orders and invoices; assures authorized signatures are obtained.

Prepare monthly, quarterly, and annual payroll reports, tax reports, and other financial statements in accordance with State guidelines and District policy including: coordinating and processing staff year-end information to balance with Federal, State and local tax filings and IRS specifications; printing and distributing W-2 forms in a timely manner; compiling and submitting accurate reports to required agencies throughout the year; working with the District's financial consultant to submit the Annual Financial Report as required by the Washington State Auditor's Office.

Work with King County and outside service providers/vendors that are integral components of the District's financial processes. Includes preparing, submitting, receiving and distributing warrants and interfund transfers issued by King County; vendor maintenance such as contact information, W-9 maintenance, account reconciliation, credit card and petty cash reconciliation; working with the District's program managers for efficient purchasing processes.

Provide support for the District's annual budget and fire benefit charge processes. Includes developing worksheets and forms; providing technical assistance to staff; monitoring and reviewing of revenues and expenses; assist in the assembly of budget documents and reports.

Monitor and reconcile District credit cards, cash handling, petty cash, and petty cash checkbook.

Participate with the bi-annual audit by the State Auditor's Office. Includes preparing and reviewing documentation requested by the auditor, investigating entries/questions auditor may have, and scheduling meetings.

As dictated by staffing needs, serve as back-up support to various administrative duties, including front desk coverage. Includes greeting visitors in person and on the phone to ensure that they are assisted in a prompt, accurate, and professional manner.

Maintain the District's attendance program, Telestaff, pertaining to payroll, overtime, optional time off and sick leave, as well as daily attendance sheets, and creating and presenting reports on this activity.

Assists and collaborates with Human Resources (HR) regarding benefit plan information, L&I and leave administration, and other related information requests.

Maintain payroll, accounts payable, accounts receivable and other financial records; assists Records Officer in archiving financial records as needed according to the records retention schedule and maintaining compliance and accuracy in all record retention procedures.

Serve as Notary Public.

Identifies opportunities to improve District financial and payroll procedures and assigned work tasks. Brings identified issues and matters that pertain to the District's fiscal activities to the Fire Chief.

May serve as Secretary to the Board of Fire Commissioners; includes preparing and/or assembling materials for meetings, attending and taking accurate meeting minutes, maintaining records of minutes, creating agendas, and preparing other related documents/information.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles and practices of financial management, accounting, cash basis accounting and payroll administration.
- Proficient in accounting and payroll programs used by the District (BARS accounting system, QuickBooks Pro);
- Pertinent Federal, State and local codes, laws, and regulations;
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, Access, Dreamweaver and Adobe;
- Working knowledge of modern administrative office procedures, methods and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity.

Skill in:

- Proficient skill and ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentage rates and other calculations as applied to basic payroll and accounting functions;
- Strong organizational, problem-solving and interpersonal skills;
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities;
- Using initiative and independent judgment within established guidelines.

Ability to:

- Work independently with a high degree of reliability, accuracy, and productivity;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work effectively in a team environment;
- Learn specialized and technical terminology, methodology and applications for an emergency service organization;
- Conduct oneself in a professional manner as defined by District policy;
- Maintain confidentiality;
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service;
- Prioritize multiple projects; anticipate needs, and work effectively within deadlines;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, safety rules and governmental regulations;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Perform research, organize and present findings;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Identify personal opportunities for growth and learning; ability to assume responsibility for continuous professional knowledge and skills.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION/EXPERIENCE

Required:

Two (2) years of college level course work in accounting, finance or related field AND at least three (3) years of financial or accounting experience involving the use of automated payroll systems and bookkeeping principles OR equivalent education/experience.

Preferred:

- Bachelors degree in Accounting, Finance or related field;
- Working knowledge in accounting and payroll programs similar to those used by the District (BARS accounting system, QuickBooks Pro);
- Experience providing administrative support to Human Resources regarding benefit and leave of absence processes;
- Experience maintaining internet and intranet websites.

CERTIFICATES AND LICENSES

A valid Washington State Driver's License is required upon hire.

PHYSICAL DEMANDS

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a typical office setting. The noise level in the work environment is usually moderate.

As Secretary to the Board of Fire Commissioners, evening work may be required as job duties demand.

SPECIAL REQUIREMENTS

- Ability to pass a pre-employment drug screening examination and any subsequent testing.
- Ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.