

# RANCHO SANTA FE FIRE PROTECTION DISTRICT



<b>Position Title</b>	Accounting Specialist I
<b>The Rancho Santa Fe Fire District (District)</b>	Under general supervision, conducts routine professional and analytical duties in support of financial, accounting, and administrative activities for the Rancho Santa Fe Fire Protection District. Develops, prepares, and maintains District financial records, systems, and procedures related to payroll processing and reporting. Maintains the general ledger, handles revenue and tax reporting, conducts budget analysis and reporting, banking administration, audit support, and other finance-related functions. Also responsible for undertaking related duties as assigned.
<b>Duties</b>  <i>The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.</i>	<p>Performs routine professional and analytical duties in support of financial, accounting, and other administrative activities.</p> <p>Understands, interprets, and applies basic accounting and auditing principles, procedures, and methods to develop, maintain, and audit financial and statistical transactions and reports. Coordinates assigned activities with other District departments.</p> <p>The ability to interpret laws, regulations, procedures, and contractual or other legal requirements. Applies this understanding to determine the appropriate procedure, regulation, or formula.</p> <p>Knowledge and experience working with GAAP and GASB standard is highly desirable.</p> <p>Prepares, maintains, and monitors the district's general ledger by posting journal entries, reconciling bank statements, classifying and recording revenues and expenditures. Conducts research on transaction errors and rectifies problems in a timely manner. Reviews entries to ensure they are accurate.</p> <p>Administer and coordinate District payroll activities. Receives, processes, and audits all payroll-related time entry documents to ensure compliance with established schedules and deadlines. Audits timesheets and time off requests; communicates with supervisors and managers as needed to resolve discrepancies. Maintains employee leave accruals/balances.</p> <p>Compute and process payroll deductions, including retirement, health benefits, special garnishments. Calculates, prepares and posts quarterly tax reports for both federal and state.</p> <p>Process new employees, as well as audit and process position changes such as transfers, promotions, and terminations.</p>

<p><b>Duties</b></p> <p><i>(Continued)</i></p>	<p>Prepares quarterly, monthly, and year end reports and schedules, which may include interim financial statements, monthly bank reconciliations, and auditor requested schedules.</p> <p>Provide for accurate research, review, understand, compare, and interpret financial documents and data.</p> <p>Assists in annual budget preparation: reviews expenditures and encumbrances for accuracy and conformance to budget.</p> <p>Ability to interpret and apply applicable state and federal payroll regulations.</p> <p>Learn to use enterprise-wide financial accounting systems to prepare and adjust journal entries and edit and post transactions to the general ledger.</p> <p>Responsibly collect, disburse, and deposit funds.</p> <p>Maintain electronic and paper financial records.</p> <p>Prioritize work, perform multiple tasks simultaneously, and complete assignments by assigned deadlines, despite frequent interruptions</p> <p>Provide customer service with sensitivity, tact, and patience.</p> <p>Exercise good judgment in performing assignments.</p> <p>Recommend improvements in policies and procedures.</p> <p>Maintain confidentiality of sensitive and/or protected information.</p> <p>Performs related duties as assigned.</p>
<p><b>Qualifications</b></p> <p><i>To perform a job in this classification, the individual must be generally able to perform the essential duties described in this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific job.</i></p>	<p>Minimum age of 18 years is required</p> <p><b><u>Education &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelors degree in accounting, business, public administration, or related field, (highly desired) and</li> <li>• Three years of bookkeeping or related experience</li> <li>• Public sector accounting experience preferred, or</li> <li>• Any combination of education and experience that would provide the required knowledge, skills, and abilities.</li> </ul> <p><b><u>Licenses and Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Valid California State driver's license by date of hire, and a clean driving record.</li> </ul>

<p><b>Physical Demands and Working Environment</b></p> <p><i>The physical demands described here are representative of those that are typically required to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.</i></p>	<p><b><u>Mobility:</u></b> frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.</p> <p><b><u>Dexterity:</u></b> frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.</p> <p><b><u>Lifting/Carrying:</u></b> frequent lifting/carrying of papers, files, equipment, and material weighing up to 10 pounds; occasional lifting up to 25 pounds.</p> <p><b><u>Visual Requirements:</u></b> frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.</p> <p><b><u>Hearing/Talking:</u></b> frequent hearing and speaking in person and on the telephone.</p> <p><b><u>Emotional/Psychological Factors:</u></b> frequent contact with others, including some public contact; frequent deadlines and time-limited assignments.</p> <p><b><u>WORK ENVIRONMENT</u></b></p> <p><i>The work environment characteristics described below are representative of those an incumbent may encounter while performing the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.</i></p> <p>Work is primarily performed in a standard office or other indoor environment.</p> <p>Occasional evening and/or weekend work may be required.</p>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• See Benefits Page</li> </ul>
<p><b>Work Schedule</b></p>	<ul style="list-style-type: none"> <li>• Successful applicants will be assigned to work a 4/10 schedule: Monday thru Thursday 7:00 am — 5:30 pm -or- Tuesday thru Friday 7:00 am — 5:30 pm</li> </ul> <p><b><u>NOTE:</u></b> Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers who can be called upon in any emergency. As such, employees may be required to perform duties outside their normal job responsibilities.</p>

## Application Process

- All applications will be reviewed for completeness and the most appropriately qualified individuals will be invited to continue in the selection process.
  - Completed Fire District Application (Signature Required)
  - Resume
  - Supplemental Questions
- A completed Fire District application, resume, and required documents shall be hand delivered or mailed to the administrative office.  
*(See Job Flyer for details on address locations)*
- Resumes without application will not be accepted
- Postmarks will not be accepted
- The examination process for the position may include any or all of the following components:
  - ◇ Supplemental Questionnaire
  - ◇ Knowledge base test (Accounting)
  - ◇ Oral Interview
  - ◇ Background Investigation
  - ◇ Drug Test
  - ◇ LiveScan