

RANCHO SANTA FE FIRE PROTECTION DISTRICT



INVITES YOUR INTEREST IN THE POSITION OF

Accounting Technician

ANNUAL SALARY RANGE

\$54,155 - \$65,825

DEADLINE TO APPLY

July 5, 2018

12:00 PM (PST)

Mail applications to:

P.O. Box 410

Rancho Santa Fe, CA 92067-0410

or delivered in person to 18027 Calle Ambiente Ste 101, Rancho Santa Fe

Rancho Santa Fe Fire Protection District is an equal opportunity/affirmative action employer.
This agency supports work force diversity. Women and minorities are encouraged to apply.

Rancho Santa Fe
Fire Protection District

PO BOX 410
Rancho Santa Fe, CA 92067

Phone: 858.756.5971

Fax: 858.756.4799



APPLICATION PROCESS

HOW TO APPLY

All candidates must complete an official Fire District application form, and supplemental questionnaire that may be downloaded from the District's website www.rsf-fire.org. Please mail applications to P.O. Box 410, Rancho Santa Fe, CA 92067.

Additional application materials may be downloaded from District website or obtained at the administrative office located at 18027 Calle Ambiente, Rancho Santa Fe, CA. No materials will be faxed.

Applicants can contact:

Karlana Rannals, Administrative Manager at (858)756-6014 with any questions.

WE'RE ON THE WEB

www.rsf-fire.org

THE ORGANIZATION

The Rancho Santa Fe Fire Protection District was formed October 14, 1946 and is organized under the Local Fire District Law of the State of California. The Fire District protects an estimated thirty-eight square miles with a population of approximately 35,000. The Fire District currently operates six fire stations with 59 safety personnel, 4 administrative staff, and 5 staff members in the Fire Prevention Bureau. The current Fire District operating budget of \$16 million is primarily funded through property taxes and a special tax collected by the County. The historic portion of the Fire District consists of primarily estate residential occupancies while the eastern portion of the district is experiencing considerable new growth. The District enjoys a harmonious relationship with the communities served.

EMPLOYEE BENEFITS

Retirement

Membership in Public Employees Retirement System (Cal-PERS), plan determined at time of employment, 2% @ 62 or 2.5% @ 55 to current member of CalPERS.

Vacation

10-20 working days annually, based on years of service in District

Sick Leave

8 hours per month. Accumulation of unused sick leave is unlimited. Unused sick leave will be reported to PERS for additional retirement benefits upon retirement.

Health Plan

Group medical and dental is provided by the District and pays up to the cap determined in the employees memorandum of understanding

Deferred Compensation

A deferred compensation plan is available.

MISSION AND CORE VALUES

Mission—To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education and response.

Core Values—We, the members of the Rancho Santa Fe Fire District, declare the following values to be the fundamental principles that define our organization's culture:

<i>Sense of Duty</i>	<i>Appreciation</i>
<i>Pride</i>	<i>Leadership</i>
<i>Teamwork</i>	<i>Family</i>

TENTATIVE SELECTION SCHEDULE

Filing Deadline

July 5, 2018

Oral Interview

July 12, 2018 *(Tentative)*

Anticipated Start Date

July 16, 2018

Subject to successful completion of background check



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Job Title:	Accounting Technician/Staff Assistant	Job Category:	
Department/Group:	Administration		
Location:	18027 Calle Ambiente Rancho Santa Fe, CA 92067	Position Type:	full-time
Level/Salary Range:	\$54,155 - \$65,825	Date posted:	June 27, 2018
HR Contact:	Karlana Rannals	Posting Expires:	July 5, 2018 12pm (PST)
External posting URL:	www.rsf-fire.org		
Applications Accepted By:			
Mail: Karlana Rannals Rancho Santa Fe Fire Protection District PO Box 410 Rancho Santa Fe, CA 92067-0410		Shipping: Karlana Rannals Rancho Santa Fe Fire Protection District 18027 Calle Ambiente, Ste 101 Rancho Santa Fe, CA 92067	
Job Description			
<p>Purpose</p> <p>This position supports administrative services (financial and clerical) for the Rancho Santa Fe Fire Protection District.</p> <p>Qualifications Required</p> <p><u>GENERAL EXPERIENCE:</u></p> <p>Financial: Work experience performing account support that has provided the understanding of accounting systems, policies and procedures and knowledge of standard accounting codes, classifications and terminology.</p> <p>Clerical: administrative or clerical experience, education, or training, which demonstrates the candidate's ability to perform the duties of the position, work experience demonstrating the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems and attention to detail. Candidate must demonstrate skill in the use of automated equipment including word processing and spreadsheet utilizing Microsoft Office Suite applications (Word, Excel).</p> <p><u>SPECIALIZED EXPERIENCE:</u> Must have at least <u>3 years' experience</u>, education, or training of total accounting procedures. Microsoft Excel, Word, Outlook are required. Great Plains Accounting software knowledge is highly desirable.</p>			



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Duties

Your duties will include but are not limited to the following:

- The use and understanding of accounting systems, policies and procedures and knowledge of standard accounting codes
- Reviewing documents to ensure they are charged to applicable account codes. Verify the accuracy and completeness of accounting data, which includes debit and credit entries to assigned subsidiary ledgers
- Resolves accounts payable problems and issues
- Prepares/process invoice
- Apply/post cash payments and deposits
- Entering all financial data (accounts payable and deposits) into the financial management system (FMS) – **Great Plains** Accounting Software
- Assisting in the preparation of monthly bank reconciliation Taking corrective actions to bring reports and bank reconciliation into balance
- Replying to routine requests for fiscal information
- Records receipts and prepares deposits of funds, establishes accounts receivable, and expenditure transfers
- Keeping fiscal managers and peers up-to-date on expenditure of funds
- Handles incoming correspondence, determines proper action, and routes to the appropriate person or office; Receive and process incoming and outgoing registered and certified mail, and express mail shipments.
- Word processing of documents, letters, memos and reports. May review outgoing correspondence and reports prepared for the manager's signature, ensuring proper format, mathematical correctness, correct grammar, and necessary coordination.
- Maintaining directories, lists, and other standard guides
- Schedules meetings
- Interacting with internal staff to share information or discuss status of tasks/assignments. Interacting with internal staff and external customers to exchange information or discuss status of routine issues or schedules; Will have contact with customers and other parties on routine matters such as greeting and referring callers and visitors
- In addition to the duties above, you may be dealing with the public, answering phones, greeting visitors and filing

Skills/Qualifications

The successful candidate must possess the following qualities:

- Customer Service, Problem Solving, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking
- Strong oral/written communications skills; Must have good grammar, ensure accuracy and maintain a professional tone
- Strong organizational and interpersonal skills



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- Knowledge and proficiency in Excel, WordPerfect or Word, and with Windows-based computer applications. Great Plains Accounting software knowledge is preferred.
- Ability to work independently and to effectively prioritize tasks under deadlines
- Able to maintain confidentiality
- Attention to detail required
- You must be able to type at least 40 words per minute.

Desirable Personal Characteristics

As substantial personal contact with other staff, the public and other agencies is required, successful candidate must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis. Successful candidate must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

Physical Requirements

The work is primarily performed in an office setting with a controlled environment. Does require some walking, bending, stooping, reaching, and lifting of file storage boxes. The storage boxes weigh approximately 15-20 pounds each and are located in another building and at times the incumbent is required to retrieve them. Long periods of sitting at a computer terminal are involved. Because of deadlines, the employee may work under pressure.

Requirements/Education

- 3 or more years of experience
- Advanced Excel skills including pivot tables
- Adaptable and ready to pick up tasks quickly
- High level communication skills
- Positive attitude
- Great Plains Software, highly desirable
- Associate's degree or higher from an accredited college or university in Accounting, desirable

Work Schedule (40 hour work week)

- Monday – Friday 8:00 am – 5:00 pm



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Employment Application

We consider applicants for all positions without regard to race, color, politics, religion, sex, national origin, ancestry, age, sexual orientation marital or veteran status, presence of a disability, or any other legally protected status. Avoid any reference to the above, or response, which would allude to the above. Qualified individuals with disabilities are responsible for informing the Authority at least seven (7) days prior to the final filing date if assistance is needed in completing this application. Resumes may be attached, but they will not be accepted in lieu of this application. Complete the application in its entirety. Omissions may result in a delay or disqualification. Please return application to:

Rancho Santa Fe Fire Protection District, Attn: Personnel, P.O. Box 410, Rancho Santa Fe, CA 92067-0410

POSITION APPLYING FOR: _____

PERSONAL INFORMATION			
NAME (Last)	NAME (First)	NAME (Middle)	
ADDRESS (Street)	(City)	(State)	(Zip + 4)
EMAIL ADDRESS	18 years of age or over? YES <input type="checkbox"/> NO <input type="checkbox"/>		
TELEPHONE (Home)	TELEPHONE (daytime)		
SOCIAL SECURITY NO. (To obtain certain education and/or training records)			
DRIVER'S LICENSE NO.	STATE	EXPIRATION	

PLEASE ANSWER THE FOLLOWING QUESTIONS		*YES	NO
1. Have you ever been employed by Rancho Santa Fe Fire Protection District?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
2. Are you related to any employee of Rancho Santa Fe Fire Protection District?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
3. Are you able to perform the job-related functions of the position you are applying for?		<input type="checkbox"/>	<input type="checkbox"/>
* If NO, please explain:			
4. Have you ever been denied permanent employment, discharged, or forced to resign from any position?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
5. If hired, can you show verification of your legal right to work in the United States of America?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			

NAME (Last):

EDUCATION AND TRAINING											
HIGHEST GRADE COMPLETED								DID YOU GRADUATE? YES NO GED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
High School		College		Graduate							
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
NAME AND LOCATION OF HIGH SCHOOL:											
NAME AND LOCATION OF COLLEGE, BUSINESS OR TRADE SCHOOL				DATES FROM: TO:		GRADUATE YES NO		UNITS SEM / QTR		DEGREE / MAJOR RECEIVED	
1.						<input type="checkbox"/> <input type="checkbox"/>					
2.						<input type="checkbox"/> <input type="checkbox"/>					
3.						<input type="checkbox"/> <input type="checkbox"/>					
4.						<input type="checkbox"/> <input type="checkbox"/>					

Do you speak, read or write any language other than English, which may be beneficial to the position for which you are applying?

YES ☐

NO ☐

If yes, what language(s):

THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE ATTACHING A RESUME

List **ALL jobs** you have held in the last **10 years** beginning with your present or most recent employment.

Include active military service, if any, but do not include reason(s) for cessation of military service if applicable.

EXPERIENCE			
EMPLOYMENT DATE From: To:		EMPLOYER	
ADDRESS			
HOURS WEEKLY	TITLE		REASON FOR LEAVING
DUTIES			
SUPERVISOR'S NAME		EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>
EMPLOYMENT DATE From: To:		EMPLOYER	
ADDRESS			
HOURS WEEKLY	TITLE		REASON FOR LEAVING
DUTIES			
SUPERVISOR'S NAME		EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>

NAME (Last):

EXPERIENCE (continued)		
EMPLOYMENT DATE From: To:		EMPLOYER
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>
EMPLOYMENT DATE From: To:		EMPLOYER
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>

CERTIFICATE OF APPLICANT

All answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of this application, removal of name from an eligible list, or dismissal from employment.

I certify that I have read and meet the specific requirements listed on the announcement for this position. I understand that I may be requested to submit proof of qualifications at a later date. If upon checking these, you determine that I do not meet specific requirements, I understand that I will be disqualified.

Rancho Santa Fe Fire Protection District advises all applicants that the District is obligated, per the Immigration Reform and Control Act of 1986, to verify eligibility for employment in the United States. Any offer of employment will be contingent upon the employee being authorized to work in the United States and upon the employee providing appropriate documentation verifying eligibility.

In order that the District may verify the accuracy of the information contained in my application, I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment, job performance, references, education or training, and criminal history, including a right to obtain any criminal history information. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, or any person listed as a reference, and release any former employer, its employees and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

I am aware that fingerprinting may be required before or after employment. In addition, I am aware that after an offer of employment has been extended, I may be required to submit to a psychological and/or medical examination, which includes a drug and/or alcohol analysis. I also understand that failure to submit to or satisfactorily complete this examination may result in any offer of employment being withdrawn.

I understand that this application is not a contract of employment.

Applicant Signature _____

Date _____

Rancho Santa Fe Fire Protection District is an Equal Opportunity Employer