

BEAVER DAM/LITTLEFIELD FIRE DISTRICT

JOB DESCRIPTION

Position: **ACCOUNTING/PAYROLL CLERK**

Reports to: Fire Board Chairman, Chief and/or Battalion Chief

Supervises: N/A

FLSA: Non-Exempt

Status: Part-time

GENERAL SUMMARY:

Responsible for administration and management of the accounting, financial reporting and payroll functions for the District. Ensures compliance with relevant statutes, policies and procedures and generally accepted accounting principles. Facilitates the annual financial audit, worker's compensation audits and other compliance audits as necessary. Works closely with the Chiefs to prepare the annual budget and periodic budget amendments, and recommends an annual budget to the Board. Handles human resource administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages financial responsibilities of the District, including but not limited to the following:
 - Perform accounts payable and accounts receivable functions, verify vendor invoices/statements, verify coding to appropriate budget accounts and compliance to District purchasing policies.
 - Reconcile bank and county statements on a regular monthly basis for all District accounts.
 - Reconcile revenue collections on a regular monthly basis for all District accounts.
 - Prepare journal entries to balance financial records in the general ledger and revenue accounts.
 - Prepare and review financial data for accuracy and compliance to policies and procedures.
 - Create balance sheet reports and maintains depreciation schedules for capital purchase items.
 - Attend monthly Board Meetings, providing the Board with financial data and other essential information. Monitor district revenues and expenditures, make recommendations, and take appropriate action to assure sound fiscal control.
 - Develop, analyze, coordinate, and manage fiscal year budget preparation and implementation. Produce budget documentation and monitor the budget progress throughout the year.
 - Manage the annual audit process, and prepare audit lead schedules. Assure compliance to necessary accounting standards. Supply auditor with proper information and use audited statements for annual financial reporting.
 - Assure that all local, state, and national standard accounting procedures are followed.
 - Maintain backup data of all financial information.

- Manage the Human Resource administrative functions to include:
 - Process payroll utilizing submitted time worked and absence information. Prepare all related reports, and maintain all payroll related files, ensuring confidentiality and compliance with pertinent state and federal statutes.
 - Handle Workers' Compensation process, including related paperwork and employee communication.
 - Administer compensation plan to include processing increases, updating wage scale, etc.
 - Gather data and prepares necessary HR reports including Workers' Compensation, OSHA, EEO, DES, etc.
 - Provide input into HR related policy/procedure revision.
 - Assist with planning of special events, meetings, and other departmental functions.

- Manage employee benefit administration function to include:
 - Coordinate and administer employee benefit programs, including functioning as the liaison with the insurance carriers, state retirement system, pension board, etc.
 - Assist employees with questions and/or problems related to employee benefit programs and educate employees on employee benefit questions
 - Manage the pension program; stay informed on all pension withholding information, record pension payments, maintain pension accounts, and prepare annual reports for Pension Board. Maintain pension board files.

- Develop and maintain an awareness of all essential office duties and District operations in order to manage an efficient office environment to include:
 - Interact with all District personnel, Board Members, and the general public in a positive, courteous, and tactful manner that exemplifies the Fire District mission and maintains a positive working environment.
 - Handle confidential information appropriately.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Driver's License
- Read, write, and speak the English language.
- Two years of accounting, budgeting, and payroll processing, or similar experience.
- Experience with computerized accounting

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic bookkeeping functions and accounting principles
- Knowledge of payroll/accounting concepts, and labor laws as they relate to payroll
- Knowledge of internal control procedures
- Knowledge of QuickBooks accounting software utilized by the Fire District

- Knowledge of word processing, spreadsheets development, design and operation, database organization, and other computer programs
- Ability to think logically and quickly. Observe, analyze situations, determine and take effective action
- Ability to work independently, organize, and effectively facilitate the performance of administrative duties
- Ability to maintain effective financial records, prepare and analyze financial reports and statements
- Ability to effectively communicate in both written and oral formats
- Ability to establish and maintain effective working relationships with elected officials, district personnel, outside vendors and departments, and members of the general public

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 sit for extended periods; talk and/or hear; stand; walk; use hands to fingers, handle or operate objects, tools or controls; and reach with hands and arms.

Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

MISCELLANEOUS:

Work is performed primarily in an office setting, during the day or evenings.

The above description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties or functions. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.