



NOTICE OF JOB OPENING

For the position of

ADMINISTRATIVE AND FINANCIAL SPECIALIST

MINIMUM STARTING PAY: \$18.87 - \$24.62/hour; actual rate will be dependent upon qualifications and experience. FLSA non-exempt.

GENERAL SUMMARY:

Performs a variety of financial and general administrative functions. Assists with internal bookkeeping and financial recordkeeping and reporting functions for the District. Works closely with the Fire Chief and Division Chief in preparing and providing accurate financial data for budget preparation, annual audits, and monthly accountability. Also serves as Receptionist, greeting and assisting the public in the lobby or on the telephone, performing clerical duties, producing and distributing correspondence and reports, maintaining files, and handling mail. Maintains District website.

MINIMUM QUALIFICATIONS:

- A.S. Degree in related field. Bachelor's Degree Preferred
- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Arizona Driver's License
- Meet insurability requirements of district insurance carrier
- Read, write, and speak the English language.
- The equivalent of three (3) years of progressively responsible administrative or financial experience, including payroll and payroll reporting
- Two years of computerized accounting
- Ability to secure a financial bond

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles regarding fire district administration. This includes contemporary fire and EMS service issues and fire district law

- Knowledge of Fire District finances and budgeting practices
- Knowledge of internal control procedures
- Knowledge of accepted cash and accrual basis accounting principles and Fire District policies and procedures
- Knowledge of computer accounting software utilized by the Fire District
- Knowledge of contemporary payroll/accounting concepts relating to all areas of Fire District finance
- Knowledge of word processing, spreadsheets development, design and operation, database organization, and other intermediate level computer programs
- Knowledge of employee benefit administration
- Knowledge of website administration
- Ability to effectively organize and facilitate the performance of the administrative duties
- Ability to analyze operational problems of an administrative nature and institute corrections
- Ability to maintain effective financial records, prepare and analyze complex financial reports 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.

APPLICATION PROCESS:

For a complete job description and application packet: <http://mohavevalleyfire.org/employment/>

*Interested applicants must submit a **cover letter, completed application form, resume and responses to the supplemental questionnaire** to:*

*Mohave Valley Fire District
1451 Willow Drive
Mohave Valley, AZ 86440*

*Closing date/time for submission of application documents is **March 15, 2019 at 5:00 p.m.** Applications received after this time shall not be considered.*

Those applicants whose qualifications are deemed most suited for the position will be contacted for an oral interview and skills assessment to be held on April 2, 2019. Applicants will be subject to post-offer, pre-employment drug screening. Veteran preference points shall be awarded in accordance with the law.

The Mohave Valley Fire Department is an Equal Opportunity Employer

**MOHAVE VALLEY FIRE DEPARTMENT
ADMINISTRATIVE AND FINANCIAL SPECIALIST
SUPPLEMENTAL QUESTIONNAIRE**

In order to assist MVFD in better evaluating your suitability as a candidate for the position of Administrative and Financial Specialist, please respond to the following essay questions. Please submit your responses in conjunction with your cover letter, application, and resume to MVFD no later than 1700 hours on March 15, 2019.

1. Please provide an overview of your related education and experience, including the professional development efforts you have undergone to maintain and further enhance your administrative and financial knowledge, skills, and abilities.
2. As can be seen in the job description, as the Administrative and Financial Specialist, you would be involved in many different functions. Based upon the duties outlined, what would you identify as your strongest and weakest areas?
3. Describe the system you use for prioritizing your workload. What do you believe drives your focus?
4. Please describe the accounting and/or payroll software programs you have worked with.
5. Please identify the number of years and brief overview of the experience you have in the following areas:
 - Accounts payable
 - Billing/Accounts receivable
 - Payroll
 - General bookkeeping
 - General office administration
 - Employee benefits administration
 - Human resource administration
 - Recordkeeping and record retention

MOHAVE VALLEY FIRE DISTRICT
JOB DESCRIPTION

ADMINISTRATIVE & FINANCE SPECIALIST

GENERAL SUMMARY:

Performs a variety of financial, human resource/employee benefit, and general administrative functions. Assists with internal bookkeeping and financial recordkeeping and reporting functions for the District. Works closely with the Fire Chief and Division Chief in preparing and providing accurate financial data for budget preparation, annual audits, and monthly accountability. Also serves as Receptionist, greeting and assisting the public in the lobby or on the telephone, performing clerical duties, producing and distributing correspondence and reports, maintaining files, and handling mail.

SUPERVISION RECEIVED:

Works under the direct supervision of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Handles accounts payable processing, verifying vendor invoices/statements, verifying coding to appropriate budget accounts, entry of all inventory, and compliance to District purchasing policies.
- Prepares necessary documents to be sent to third party for ambulance billing.
- Serves as the initial customer contact for ambulance billing inquiries, forwarding to ambulance billing provider as needed.
- Assists the Division Chief with the coordination of wildland contracts, including deployment of personnel and equipment, billings and related documentation.
- Prepares payroll, all related reports, and maintains all payroll related files.
- Reconciles bank and county statements on a regular monthly basis for all District accounts.
- Reconciles revenue collections on a regular monthly basis for all District accounts.
- Prepares journal entries to balance financial records in the general ledger and revenue accounts.
- Coordinates district financial activities with other agencies as needed.
- Prepares and reviews financial data for accuracy and compliance to policies and procedures.
- Maintains inventory database, creating inventory reports, and maintains depreciation schedules for capital purchase items.
- Prepares a variety of accurate financial reports for the Board, Chief, and staff in an accurate and timely manner.
- Prepares financial information for annual audit, working with the Fire Chief and/or Division Chief to assure compliance to necessary accounting standards. Supplies auditor with proper information, and uses audited statements for annual financial reporting.
- Maintains amortization of, and funding for capital reserve replacement programs.
- Assists Fire Chief and Division Chief in fiscal year budget preparation and implementation. Produces budget documentation and assists with monitoring the budget progress throughout the year.
- Monitors district revenues and expenditures, makes recommendations, and takes appropriate action to assure sound fiscal control.
- Assures that all local, state, and national standard accounting procedures are followed
- Maintains backup data of all financial information.
- Provides back up for personnel recordkeeping, benefits administration, and other human resource administrative functions as needed. Including HR Investigations.

- Performs typing/word processing assignments including correspondence and data entry; distributes internally or externally as appropriate.
- Maintains District phone systems.
- Plans and coordinates special events, meetings, and other departmental functions.
- Provides administrative support as needed to Chief Officers.
- Performs receptionist duties, answers telephones, takes accurate messages, deals with the public in a courteous manner, supplies requested information or refers individuals to appropriate personnel.
- Provides directions to the public.
- Copies and distributes correspondence, inter-department mail, reports, newsletters, training materials, etc.
- Prepares and maintains orderly business files. Maintains file index.
- Maintains overall orderliness and organization of front office and other work areas, including maintenance of office supplies and forms.
- Orders office supplies as required.
- Handles shipping and receiving duties.
- Takes accurate minutes at meetings as assigned; copies and distributes as appropriate.
- Maintains the appointment calendar for the use of various District facilities and coordinates as appropriate with District personnel.
- Maintains and obtains new knowledge of computers and the current software utilized by the District, including District website.
- Processes incoming and outgoing mail, UPS and FedEx.
- Issues burn permits, provides public with appropriate burning information.
- Assists with District purchasing, including verifying purchase orders, coding to appropriate accounts, and processing payment.
- Helps evaluate and support programs and policies that will improve the efficiency of office operations.
- Develops and maintains an awareness of all essential office duties and District operations in order to manage an efficient office environment.
- Interacts 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.
- Handles confidential information appropriately, and maintains management confidentiality.
- Manages employee benefit administration function to include:
 - Coordinates and administers employee benefit programs, including functioning as the liaison with the insurance carriers, state retirement system, pension board, etc.
 - Assists employees with questions and/or problems related to employee benefit programs and educates employees on employee benefit questions
 - Manages the pension program; stays informed on all pension withholding information, records pension payments, maintains pension accounts, and prepares annual reports for Pension Board and annual reporting. Maintains pension files.
- Handles the following Human Resource administrative functions to include:
 - Maintains all personnel, payroll, and medical files, ensuring confidentiality and compliance with pertinent state and federal statutes.
 - Assists with new employee orientation, including all new hire paperwork; ensures timely completion for payroll processing.
 - Handles Workers' Compensation process, including related paperwork and employee communication.
 - Researches wage information in response to inquiries regarding potential PSPRS retirements or DROP program participation.
 - Processes personnel related actions to maintain appropriate personnel status.
 - Prepares employee separation paperwork.
 - Coordinates and monitors employee evaluation system to ensure timely completion and processing.
 - Provides inputs into HR related policy/procedure revision.

- Assists management with monitoring employee relations climate, provides suggestions for improvements.
 - Assists in development and coordination of employee recognition programs.
- Prepares agendas and Board meeting packets for monthly Board meetings; ensures timely delivery of packets to Board members.
- Attends monthly Board Meetings, preparing accurate minutes of all proceedings and assisting the Chief in providing the Board with any support or essential information.
- Assists Division Chief with maintaining District policy manual and SOG's/SOP's in order to ensure that revisions are documented and distributed to personnel.
- Oversees records retention and destruction in compliance with statutory requirements and District policy.

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:

- A.S. Degree in related field. Bachelors recommended.
- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Arizona Driver's License
- Meet insurability requirements of district insurance carrier
- Read, write, and speak the English language.
- The equivalent of three (3) years of progressively responsible administrative or financial experience, including payroll and payroll reporting
- Two years of computerized accounting
- Ability to secure a financial bond

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles regarding fire district administration. This includes contemporary fire and EMS service issues and fire district law
- Knowledge of Fire District finances and budgeting practices, including the use of QuickBooks.
- Knowledge of internal control procedures
- Knowledge of accepted cash and accrual basis accounting principles and Fire District policies and procedures
- Knowledge of computer accounting software utilized by the Fire District
- Knowledge of contemporary payroll/accounting concepts relating to all areas of Fire District finance
- Knowledge of word processing, spreadsheets development, design and operation, database organization, and other intermediate level computer programs
- Knowledge of employee benefit administration
- Knowledge of website administration
- Ability to effectively organize and facilitate the performance of the administrative duties
- Ability to analyze operational problems of an administrative nature and institute corrections
- Ability to maintain effective financial records, prepare and analyze complex financial reports 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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.

Approved by: _____

Date: