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## ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Finance Specialist I  
Administrative Wage Scale, Range 4  
Beginning Wage: \$18.51

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for the position of Finance Specialist I.

**WORK PERFORMANCE SUMMARY:** The Finance Specialist I is responsible for a wide range of financial duties to include processing and reporting payroll, reconciliation of bank statements, credit cards and general ledger, processing accounts payable, vendor management, coordinating accounts receivable, assisting with special projects, and performing other administrative and clerical functions. Such duties may require a working knowledge of financial programs and systems, modern payroll and accounting concepts and governmental budgeting practices. Knowledge of general office practices and procedures is also required to perform the related tasks.

This is a forty hour per week non-exempt position, with the typical work week consisting of four (4) 10-hour work days, scheduled Monday through Thursday. The Finance office is closed on Fridays. The work is primarily sedentary in nature, with extensive keyboard and computer monitor use. Occasional lifting of up to 20 pounds is required. This is a non-tobacco use position. This position is covered under the Arizona State Retirement System (ASRS) and does not participate in Social Security.

To be considered for this position a completed application must be submitted. Only completed applications will be considered. Resumes will not be accepted in lieu of a completed application. Please see our website for an application form and a job description with complete details on position requirements.

Candidates can expect the testing process to consist of a skills test, followed by an oral interview. Only the top candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final hiring decision will be made by the Fire Chief after a Chief's interview.

Applications are available from our website, at [www.cazfire.org](http://www.cazfire.org), or picked up in person at our headquarters, located at 8603 E Eastridge Drive, Prescott Valley. Applications must be received or postmarked by Thursday November 5, at 5:00 p.m. in order to be considered. Applications will only be accepted in person or via regular mail. **Faxed or emailed applications will not be accepted.** For questions, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. Please notify Human Resources if accommodation is requested.

**CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER**

8603 E. Eastridge Drive ▪ Prescott Valley, Arizona 86314  
Phone: (928) 772-7711 ▪ Fax: (928) 759-3595 ▪ [www.cazfire.org](http://www.cazfire.org)

## AJ4003 Job Description: Finance Specialist I

Created/Revised: 5-8-06 / 12-17-12

Reviewed: 8-20-15



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**Division:** Administration  
**Reports To:** Finance Manager  
**FLSA Status:** Nonexempt  
**Salary Level:** Finance-Range 4  
**Classification:** Civilian

**SUMMARY:** The Finance Specialist I is responsible for a wide range of financial duties including processing and accounting in payroll, accounts receivable, accounts payable, and general ledger.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** may include the following. Other duties may be assigned.

- Perform bi-weekly payroll processing and reporting.
- Assist in preparation of quarterly and year end payroll reports, including W-2 forms.
- Process payroll changes related to new hires, terminations, merit / longevity raises, change in deductions, etc.
- Assist in reconciliation of bank statements and general ledger.
- Process accounts payables, including verification of vendor invoices / statements, coding to budget accounts, and preparing for computer entry.
- Act as liaison with vendors in resolving billing issues.
- Maintain vendor records and produce 1099 forms annually.
- Coordinate accounts receivables, including producing invoices and recording payments.
- Handle budget entries and adjustments related to payables, payroll or receivables.
- Prepare bank deposits.
- Monitor and reconcile credit card statements.
- Maintain inventory tracking system.
- Assist with the preparation of technical reports, board packets and required correspondence from rough drafts.
- Make recommendations to the Assistant Chief of Administration / Executive Administration Director of any changes that would improve the office.
- Assist with special projects.
- Perform other administrative / clerical duties as assigned.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.

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- Required to qualify for and maintain "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES: None

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.

Working knowledge of:

- Financial programs and systems.
- Modern payroll and accounting concepts.
- Governmental budgeting practices.
- Operation of modern office systems and equipment.
- Operation of modern computer systems and office and accounting software.
- Word processing, spreadsheets and other advanced computer programs.
- Proper grammar, spelling, mathematics and editing.
- District services.

Ability to:

- Efficiently and effectively manage payroll and accounting systems.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive information in an appropriate manner.
- Work independently and/or follow instructions.
- Demonstrate effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Interact effectively with District members, members from other agencies and the public.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED) required. Four years of administrative or financial experience with college level course work or equivalent combination of education and experience required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

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**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid State of Arizona driver's license and a driving record insurable by the District's insurer.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by a member 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 member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 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 a member 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.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.



# CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

## **Mission:**

Protecting life and property through prevention and response

## **Vision:**

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

## **Values:**

We strive to serve our internal and external customers with **PRIDE**

**Professional** - To adhere to the highest standards of our profession and adopt best practices

**Respect** - We believe in the basic dignity of every individual and all members of the community and organization

**Integrity** - We are honest and accountable

**Dedication** - Committed to quality, reliable and respectful service delivery

**Excellence** - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

<b>FIRE PREVENTION</b>	<b>ADMINISTRATION</b>	<b>PLANNING &amp; LOGISTICS</b>	<b>OPERATIONS</b>
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

### **Work Schedule**

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Most non-operations divisions are closed on Fridays.

### **Compensation**

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

### **Benefits**

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance