



DAISY MOUNTAIN FIRE DISTRICT
JOB ANNOUNCEMENT

FRONT OFFICE ACCOUNTS PAYABLE CLERK

Salary Range: \$50,000 - \$60,000
Hourly, Non-Exempt

OPENING DATE: SEPTEMBER 2, 2024

CLOSING DATE: SEPTEMBER 29, 2024 at Midnight (Arizona Time)

PROJECTED START DATE: NOVEMBER 4, 2024

AS THE EMPLOYER OF CHOICE, WE OFFER EXCELLENT BENEFITS AND AN OUTSTANDING WORKING ENVIRONMENT WHICH INCLUDES A FOUR (4) DAY WORK WEEK!

MAJOR FUNCTIONS:

The Front Office Accounts Payable Clerk acts as the first point of contact for the District via telephone and in person and is responsible for managing the accounts payable functions for the District. This position demands a high degree of accountability, accuracy, attention to detail, inter-departmental cooperation, communication and the ability to maintain outstanding vendor relations. The primary duties of the Front Office Accounts Payable Clerk are:

- Prepare, process and maintain files and records, including purchase orders, invoices, claims, vendor files and others
- Reconciles monthly vendor statements, verifies receiving on purchase orders, enters information into computer systems for payment
- Prepare, process and maintain payment, files and records for Credit Card statements, checks, and selective vendor accounts
- Maintains statistical reports and ledgers of accounts payable
- Research and processes payables for utilities and other monthly bills; keeps records and prepares reports, as necessary
- Serve as the first point of contact for the Daisy Mountain Fire & Medical Administrative office by answering the telephone; greeting office visitors; providing information and assistance to callers including residents, employees, and various outside agencies; and taking messages or referring calls and/or visitors to appropriate personnel
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Order supplies for Department personnel
- May be required to manage and/or participate in committees either by volunteering or by assignment by their supervisor
- Timely use of all department electronic communication, i.e, Target Solutions, regularly check DMFD email, etc.
- Maintains regular attendance and punctuality, according to department policies
- Ability to follow and positively model support of DMFD's Mission, Vision and Values
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices and procedures, including business correspondence, recordkeeping systems, and standard office equipment operations
- Correct English usage, including spelling and grammar
- Word processing and spreadsheet applications
- Basic accounting systems
- Problem solving unexpected and unique situations that arise within the non-emergency side of fire service

Ability to:

- Exercise judgement in prioritizing and processing payment transactions
- Make mathematics calculations with speed and accuracy
- Operate a personal computer utilizing a variety of business software
- Perform clerical work involving independent judgement
- Speak clearly and concisely to obtain and relate information
- Learn to interpret and apply laws, rules and written directions to specific situations
- Establish and maintain effective working relationships with coworkers and the public
- Work with officials and the public in routine, emergency and emotional situations

ADDITIONAL REQUIREMENTS

- Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam. Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage.

MINIMUM QUALIFICATIONS

- High school diploma/GED
- 2 years customer service experience
- Effective oral and written communication skills
- Effective operation of a modern office equipment (ie: laptop, commercial copier, scanner, mail machine, docking station, etc.)

PREFERRED QUALIFICATIONS

- Accounts Payable experience
- QuickBooks experience
- Bill.com experience

OTHER REQUIREMENTS:

This position requires satisfactory criminal background, fingerprint and reference checks, and may require a Motor Vehicle History Report and Public Records Check. Employment offers are contingent upon successfully passing all of the requirements above. In addition, the Daisy Mountain Fire District will verify that an applicant's name does not appear on the Office of Inspector General's List of Excluded Individuals/Entities (OIG LEIE).

This verification will be performed by the Daisy Mountain Fire District upon hire and monthly thereafter. If an employee's name is found on such a list, the offer of employment will be rescinded.

**ACCEPTING ONLINE APPLICATIONS FROM
SEPTEMBER 2nd – SEPTEMBER 29th, 2024**

**PANEL INTERVIEW SCHEDULED
OCTOBER 7TH – OCTOBER 17TH 2024**

**START DATE
NOVEMBER 4TH, 2024**

Please download an application and complete job announcement from our website at www.daisymountainfire.org. Applications will be accepted the following ways:

- In person at Daisy Mountain Fire Administration building located at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086
- By mail at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086 Attn: H.R. Department
- By email at HR @dmfd.org

All applications must be received or postmarked by Sunday, September 29th at 12:00 Midnight.

It is the policy of Daisy Mountain Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.