



JOB ANNOUNCEMENT

SENIOR ACCOUNT CLERK

Salary Range: \$4,132 - \$5,048/month

The District is accepting applications for the position of Senior Account Clerk to fill a vacancy within the Finance Department. Applicants must meet the minimum qualifications as specified in the [Senior Account Clerk Job Specification](#). Qualified candidates will be evaluated based on their application materials, interview, and successful completion of required pre-employment processes.

The Senior Account Clerk provides support to the Finance Department by processing accounts payable and receivable, preparing deposits, maintaining financial records, reconciling transactions, and providing front office support while ensuring accuracy, confidentiality, and compliance with District policies and procedures.

Key Responsibilities

- Process accounts payable transactions, including reviewing invoices for accuracy, verifying supporting documentation, preparing payments, and maintaining related records.
- Process accounts receivable transactions, including preparing invoices, posting payments, maintaining customer accounts, and recording transactions accurately.
- Prepare and process District deposits, including verifying receipts, balancing collections, recording transactions, and maintaining supporting documentation.
- Review payroll information for accuracy, including attendance records, overtime, FLSA overtime, leave balances, holiday pay, and other payroll-related adjustments. Communicate discrepancies or questions to appropriate staff.
- Serve as backup to the Payroll Specialist by assisting with payroll-related duties during absences or as assigned.
- Maintain accurate accounting and financial records in accordance with District policies, established procedures, and record retention requirements.
- Prepare required accounting reports, including quarterly fuel reports, and compile financial records and supporting documentation for audits and other accounting assignments.
- Serve as the primary front office contact for the Finance Department by welcoming and assisting employees, customers, vendors, contractors, outside agencies, and members of the public in a professional, courteous, and customer-focused manner.
- Answer, screen, and route incoming telephone calls received by the Finance Department; respond to routine inquiries and direct requests to the appropriate staff.
- Provide information and assistance to visitors while maintaining a positive and professional image of the District.
- Receive, sort, and distribute incoming mail and deliveries.

- Perform the duties of the Administrative Clerk during absences or vacancies.
- Maintain a high level of confidentiality regarding personnel, payroll, financial, and other sensitive District information.
- Perform other related duties as assigned.

Ideal Candidate Qualifications

- High school diploma or GED and three (3) years of increasingly responsible accounting clerical experience involving accounts payable, accounts receivable, payroll support, financial recordkeeping, and the maintenance of accounting records and systems.
- Proficiency with Microsoft Excel; experience with QuickBooks Desktop or similar accounting software is highly desirable.
- Ability to accurately process accounting transactions, review financial information, prepare reports, and maintain supporting documentation.
- Working knowledge of accounts payable, accounts receivable, basic payroll practices and procedures, financial recordkeeping, and general office procedures.
- Attention to detail and accuracy when reviewing financial records and accounting transactions.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Customer service and interpersonal skills, with the ability to interact professionally with employees, vendors, contractors, outside agencies, and members of the public.
- Strong verbal and written communication skills.
- Ability to exercise sound judgment and maintain confidentiality when handling financial, personnel, payroll, and other sensitive District information.
- Valid California Driver's License at the time of appointment.

District Benefits:

- PARS Retirement System – District-participating retirement program.
- Vacation Leave (Full-Time): 40-hour employees with up to five years of service accrue 80 hours (two weeks) of vacation annually.
- Sick Leave (Full-Time): 40-hour employees accrue 8 hours of sick leave per month.
- Holidays: Ten (10) District-observed holidays plus two (2) half-day holidays.
- Health, Dental, and Vision Insurance: The District contributes 80% of the premium, up to a \$1,900 monthly cap; employees pay the remaining 20%.
- Life Insurance: District-provided life insurance coverage.

How to Apply

Applications are available online at www.northcentralfire.org/career-opportunity to begin the submission process.

This recruitment is Open Until Filled. The District may close the recruitment at any time once a sufficient number of qualified applications have been received.

Senior Account Clerk Job Announcement
Page 3 of 3

Applicants must submit at the time of filing:

- A completed District employment application
- A resume detailing relevant experience
- (Optional) A cover letter describing interest in the position

Incomplete applications may not be considered.

Applications may be submitted by email, hr@northcentralfire.org, in person, or by postal delivery to:

North Central Fire Protection District
15850 W. Kearney Blvd.
Kerman, CA 93630

Applicants who submit a complete application package will receive written confirmation. Applicants selected to move forward in the process will be required to complete a work-style assessment.

This position requires the successful completion of a background check, credit check, and DOJ Live Scan.

All questions concerning the recruitment process should be directed to hr@northcentralfire.org.

North Central Fire Protection District is an Equal Opportunity Employer.