



SENIOR ACCOUNT CLERK Job Specifications

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| DIVISION: | Finance |
| FLSA STATUS: | Non-Exempt (Non-Safety) |
| REPORTS TO: | Supervisor or Manager |
| SUPERVISION: | Exercises no supervision |
| LOCATION: | Station 55 (Headquarters) |
| HOURS: | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises. |

GENERAL SUMMARY

Under general supervision, this position is responsible for performing a variety of clerical, general accounting duties, data entry and other general office tasks and does other related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Account Clerk (SAC) must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner. The SAC must be a self-starter, possess good communication skills, and excellent analytical skills. The SAC is responsible for performing a variety of clerical, general accounting duties, data entry and other general office tasks. The SAC will assist the Principal Account Clerk with most of his/her work which includes District payroll, payables, receivables and maintenance of all accounting records. The SAC will at times be the backup to the Principal Account Clerk.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Gathers and prepares District payroll documents including, but not limited to, compiling information from attendance reports, calculating overtime, FLSA OT, sick and vacation leave, and holiday pay.

Prepares District's accounts payable invoices and mail out.

Answers phone calls into the District, take messages or transfers calls to appropriate personnel.

Maintain a high level of confidentiality.

Will backup Principal Account Clerk to process District payroll and accounts payable.

Assist with preparing and processing weed abatement notices.

Performs filing and recordkeeping of payroll and financial records.

Assist Executive Assistant with Human Resources filing and recordkeeping.

Assist Business Manager in assembling District Board meeting packets.

Will assist the Business Manager and Principal Account Clerk.

Will fulfill the Administrative Clerk (AC) job specifications when the AC is unavailable or vacant.

Performs related duties as required.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements 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.

| | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| Seeing: must be able to read a computer screen and paper documents. | | | | X |
| Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. | | | | X |
| Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | | | | X |
| Sitting: | | | | X |
| Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers. | | | | X |
| Fingering/Grasping/Feeling: must be able to write, type, and use phone system. | | | | X |
| Standing/Walking | | | X | |
| Climbing/Stooping/Kneeling | | X | | |
| Lifting/Pulling/Pushing | X | | | |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

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 position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

MINIMUM QUALIFICATIONS

Education and/or Experience:

High school diploma or GED and two (2) years of increasingly responsible clerical experience involving the maintenance and development of complex accounting and recordkeeping systems.

Knowledge of:

Organization, regulations, terminology, procedures and operating details.

The purposes, methods and practices of financial record keeping work.

Basic accounting principles and business arithmetic.

Modern office methods, procedures and equipment, including MS Word, MS Excel as well as accounting based software programs.

Data processing operations related to the maintenance of fiscal records.

Ability to:

Prepare financial reports to maintain journals, ledgers and complex file systems.

Operate standard office equipment, including personal computers.

Compile and maintain complex and extensive records and files.

Type accurately at a speed necessary for timely completion of assigned duties.

Communicate clearly and concisely, both orally and in writing.

Make mathematical computations quickly and accurately.

Work independently and exercise initiative and sound judgment.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.

Conditions of Employment:

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

The Senior Account Clerk is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

Original TVH:aaf 10/01/18
Revised TVH:aaf 04/09/20
Revised TVH:aaf 10/07/20
Revised TVH:aaf 09/13/22