



SENIOR ACCOUNT CLERK

Job Specifications

DIVISION: Finance

FLSA STATUS: Non-Exempt (non-safety)

REPORTS TO: General 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 the supervision of the General Manager, the Senior Account Clerk performs a variety of accounting, administrative, clerical, and customer service duties in support of District operations. The position is responsible for processing accounts payable and accounts receivable transactions, maintaining accurate financial and administrative records, preparing reports and documentation, providing administrative support, performing general office functions, and assisting with payroll processing. The Senior Account Clerk serves as backup to the Principal Account Clerk and Payroll Specialist and provides support to the General Manager and administrative staff in the coordination of daily office and financial activities.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by its responsibility for performing a broad range of accounting and administrative support functions requiring accuracy, attention to detail, discretion, and the ability to exercise sound judgment. The incumbent works with financial, payroll, and personnel-related information; maintains confidentiality; and manages multiple priorities while meeting established deadlines. The position serves as a primary point of contact for the District and requires effective communication and professional interaction with employees, vendors, contractors, outside agencies, and members of the public. The Senior Account Clerk contributes to the efficient operation of District administrative functions through independent work, reliable follow-through, and coordination with internal and external contacts.

ESSENTIAL DUTIES

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

- Process accounts payable and accounts receivable transactions, including reviewing invoices for accuracy, verifying supporting documentation, preparing payments and invoices, posting payments, maintaining customer accounts, recording transactions, and maintaining related records.
- Prepare and process District deposits by 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 to appropriate staff and serve as backup to the Payroll Specialist as assigned.
- Maintain accurate accounting and financial records in accordance with District policies, established procedures, and record retention requirements.
- Prepare 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 greeting and assisting employees, customers, vendors, contractors, outside agencies, and the public; answer, screen, and route telephone calls; respond to routine inquiries; provide information to visitors; receive, sort, and distribute incoming mail and deliveries.
- Perform the duties of the Administrative Clerk during absences or vacancies, maintain the confidentiality of personnel, payroll, financial, and other sensitive District information, and assist with special projects and other related duties as assigned.

ADDITIONAL RELATED DUTIES

- Keep work area organized, clean and neat; and keep office equipment clean and properly maintained.
- Produce legible and accurate reports, written, typed, or calculated, and perform various other administrative tasks including typing, filing, processing and maintaining records, composing and editing reports and correspondence.
- Maintain a good working relationship with other clerical and staff members; maintain a professional, courteous, and helpful demeanor with others.
- Other tasks, projects, and assignments 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; Makes presentations 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 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 accommodation 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			

- 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 accommodation 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:

- Graduation from high school or equivalent, supplemented by college coursework in accounting, finance, business administration, or a related field.
- Three (3) years of increasingly responsible experience performing accounting, financial recordkeeping, payroll support, accounts payable, accounts receivable, or related administrative duties.

KNOWLEDGE OF:

- Principles, practices, and procedures of financial recordkeeping, including accounts payable, accounts receivable, payroll support, and cash handling.
- Basic accounting principles, business arithmetic, and mathematical calculations.
- Modern office practices, procedures, equipment, and software, including Microsoft Office Suite and computerized accounting, payroll, and financial systems.
- Data processing methods related to maintaining accounting, payroll, and financial records.
- Record retention and records management principles.
- Customer service principles and effective business communication practices.
- Standard office procedures and administrative practices.

ABILITY TO:

- Perform a variety of accounting and administrative support duties accurately and efficiently.
- Prepare, maintain, reconcile, and compile accounting records, reports, journals, ledgers, and financial documentation.
- Operate standard office equipment and computerized accounting, payroll, and financial software.
- Maintain accurate records and organize complex files in accordance with established procedures.
- Perform mathematical calculations accurately and interpret financial information.
- Communicate clearly and concisely, both orally and in writing, with employees, vendors, outside agencies, and members of the public.
- Prioritize multiple assignments, meet deadlines, work independently, and exercise initiative, sound judgment, and discretion.
- Maintain confidentiality of personnel, payroll, financial, and other sensitive information.

TRAINING AND EXPERIENCE

Any combination of training in accounting principles, financial recordkeeping, accounts payable and accounts receivable procedures, payroll support functions, computerized accounting systems, Microsoft Office applications, and general office practices. Training or experience with QuickBooks Desktop is highly desirable.

CONDITIONS OF EMPLOYMENT:

Possession of a valid California Class "C" Driver's License may be required at the 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 background and credit check and a DOJ Live Scan.

This position requires 2,080 regular time hours of probation and twelve probationary evaluations. Upon successful completion of the probationary period, the employee shall receive annual performance evaluations.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications 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 Centers 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.

Senior Account Clerk
Classification Specification
Approved by: Fire Chief
Effective Date: July 28, 2026