



SENIOR ACCOUNTANT/AUDITOR

Job Specifications

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 the general direction of the General Manager, the Senior Accountant/Auditor performs professional accounting, financial, budget, audit, and administrative duties in support of the District's financial operations.

The position assists with budget development and monitoring, financial reporting, audit preparation assistance, accounting records, purchasing, accounts payable and receivable, financial analysis, and compliance with applicable laws, regulations, and District policies.

The Senior Accountant/Auditor exercises independent judgment in assigned areas of responsibility and provides financial information, analysis, and recommendations to the General Manager, Fire Chief and Board of Directors.

This position is highly collaborative in nature and work is primarily performed on-site at the District's headquarters office. Consistent, reliable on-site attendance is required.

DISTINGUISHING CHARACTERISTICS

The Senior Accountant/Auditor is a professional-level position responsible for performing a broad range of accounting and financial functions for the District.

The incumbent is expected to independently perform complex accounting and financial assignments, analyze financial information, identify discrepancies or potential concerns, maintain accurate financial records, and provide timely and reliable information to District management.

The position requires a high degree of accuracy, confidentiality, organization, and sound judgment and involves regular interaction with District management, employees, vendors, auditors, financial institutions, and members of the public.

ESSENTIAL DUTIES

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

- Assists with development, preparation, monitoring, and administration of the District's annual budget and long-range financial forecasts.
- Prepares financial reports, budget reports, statistical analyses, and other financial information for the General Manager, Fire Chief and Board of Directors.
- Maintains accurate and complete financial records in accordance with applicable governmental accounting principles, District policies, and internal fiscal controls.
- Performs general accounting functions, including accounts payable, accounts receivable, account reconciliation, journal entries, and related financial transactions.
- Reviews financial transactions and supporting documentation for accuracy, completeness, proper authorization, and compliance with District policies.
- Assists with month-end and year-end closing activities and prepares supporting schedules and documentation.
- Coordinates and assists with the District's annual financial audit, including preparation of audit schedules, supporting documentation, reconciliations, and responses to auditor requests.
- Assists with implementation and maintenance of internal financial controls and identifies opportunities to improve accounting procedures and financial processes.
- Reviews and processes purchasing activity, vendor documentation, contracts, invoices, purchase orders, RFPs, RFQs, and related financial documents for compliance with District policies and applicable requirements.
- Assists with monitoring contracts and purchasing activity to ensure appropriate documentation, approvals, and financial controls are maintained.
- Researches and interprets applicable federal, state, and local laws, regulations, codes, and administrative requirements affecting District financial and administrative operations.
- Conducts financial research and data analysis to support forecasting, budget development, operational planning, and management decision-making.
- Prepares financial models, spreadsheets, projections, and other analytical tools as needed.
- Monitors budget-to-actual activity and identifies significant variances, trends, or potential issues for management review.
- Assists with preparation of financial information and supporting documentation for Board meetings.
- Prepares or assists with preparation and distribution of Board meeting materials, including agendas, resolutions, financial reports, minutes, and public notices, as assigned.

- Assists with preparation of financial information required for grants, funding programs, regulatory reporting, and other District requirements.
- Reviews payroll-related financial information and coordinates with Human Resources and the Payroll Specialist as necessary to ensure financial records and payroll-related transactions are accurately recorded.
- Assists with reconciliation and review of payroll, benefits, accounts, and other employee-related financial transactions.
- Maintains organized and accurate financial files, records, contracts, reports, and supporting documentation in accordance with District retention requirements.
- Assists with responding to requests from auditors, financial institutions, vendors, regulatory agencies, and other outside organizations.
- Provides financial and administrative information and assistance to District management and staff within assigned areas of responsibility.
- Maintains confidentiality of financial, personnel, vendor, and other sensitive District information.
- Assists the General Manager with special projects, financial studies, administrative assignments, and other matters as directed.
- May provide administrative support and assume designated responsibilities in the absence of the General Manager, as assigned.
- Represents the District in assigned financial and administrative matters as authorized by the General Manager.
- Performs other related duties as assigned.

ADDITIONAL RELATED DUTIES

- Maintain work areas and office equipment in an organized, clean, and professional condition.
- Prepare accurate reports, spreadsheets, correspondence, presentations, and other written materials.
- Maintain accurate electronic and physical filing systems.
- Maintain professional and effective working relationships with District employees, management, vendors, auditors, financial institutions, and members of the public.
- Attend professional training, conferences, and development activities as appropriate.
- Maintain current knowledge of governmental accounting, public finance, budgeting, auditing, purchasing, and applicable laws and regulations.
- 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 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 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:

Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a related field from an accredited college or university.

Three (3) years of progressively responsible experience in accounting, finance, governmental accounting, public administration, or a related field.

Experience with governmental accounting, budgeting, financial reporting, auditing, or public agency operations is highly desirable.

Experience with accounting software such as QuickBooks Desktop or similar systems and proficiency with Microsoft Office, particularly Excel, is required.

Knowledge of:

- Principles and practices of governmental accounting and public finance.
- Fund accounting and financial reporting principles.
- Budget preparation, administration, monitoring, and forecasting.
- Accounts payable and accounts receivable procedures.
- Financial analysis and reconciliation methods.
- Auditing principles, procedures, and internal controls.
- Purchasing, contracting, and public procurement practices.
- Applicable federal, state, and local laws, regulations, codes, and administrative requirements affecting District financial operations.
- Payroll and employee-related financial transactions.
- Accounting software and computerized financial systems.
- Microsoft Office applications, particularly Excel, Word, and Outlook.
- Records management and confidentiality requirements.

ABILITY TO:

- Perform professional accounting and financial duties accurately and independently.
- Analyze financial information, identify discrepancies and trends, and make sound recommendations.
- Prepare accurate financial reports, reconciliations, spreadsheets, projections, and other financial documents.
- Interpret and apply applicable laws, regulations, policies, procedures, and accounting principles.
- Maintain accurate and complete financial records and supporting documentation.
- Organize and prioritize multiple assignments and meet established deadlines.
- Exercise sound judgment and maintain confidentiality when handling sensitive financial and personnel information.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with District employees, management, auditors, vendors, and outside agencies.
- Use accounting software and Microsoft Office applications effectively, including advanced spreadsheet functions.
- Work independently while recognizing when consultation or direction from the General Manager is appropriate.

- Research complex financial and administrative issues and present findings clearly and concisely.
- Adapt to changing priorities and manage multiple projects simultaneously.

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 check.

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 Accountant/Auditor 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

Senior Accountant Auditor
Classification Specification
Approved by: Fire Chief
Effective Date: 08/01/2026