



NORTH CENTRAL FIRE PROTECTION DISTRICT

Fire Chief: Timothy V. Henry, CFO, EFO

www.northcentralfire.org

JOB ANNOUNCEMENT

SENIOR ACCOUNT CLERK

Salary Range: \$4,012 - \$4,446/month

Application Period

OPENING DATE: January 30, 2023

CLOSING DATE: February 20, 2023

The District will be accepting applications for a Senior Account Clerk (SAC) to fill a vacancy. Applicants must meet the minimum qualifications as specified in the Senior Account Clerk Job Specifications. The exam process will include an application and resume review, and an oral interview. Applicants must meet the minimum qualifications as specified in the Senior Account Clerk [Job Specifications](#).

Job Definition:

Under general supervision, the SAC performs a variety of clerical, general accounting duties, data entry, and other general office tasks and does other related work as required. 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 have 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. See Senior Account Clerk Job Specification dated 09/13/2022 at www.NorthCentralFire.org/Careers.

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

Job Specifications:

All Distinguishing Characteristics, Essential Duties, Conditions of Employment, Special Requirements, and Minimum Qualifications (This list of sample job duties and responsibilities is neither inclusive nor exclusive of the essential functions for this class).

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Essential Duties and Responsibilities:

(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 General Manager in assembling District Board meeting packets.

Will assist General 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.

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

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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.

District Employee Benefits:

Health, dental and vision insurance: District provides 80%, employee 20% of monthly premium. District has a cap of \$1,600 monthly.

Retirement: Defined Benefits Plan (Pension) – District Contributes 12.72% of monthly base salary.

Deferred Compensation Plan 457(b) - no District contribution but employee may voluntarily make contributions.

Life Insurance: Employer paid Group Life Insurance and AD&D Insurance.
Employee paid Group Life Insurance, AD&D Insurance and Long-term Disability Insurance.

Vacation Leave: Two weeks per year (80hours) Sick Leave: Eight hours a month.

Holidays: Ten District-observed holidays, plus two half days (88 hours) annually.

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.

Valid California Driver License at time of appointment.

Probationary Period:

All appointees to the position of Senior Account Clerk must successfully complete a probationary period as defined in the District's Administrative Manual;

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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 twelve (12) written probationary evaluations.

Examination Process:

The exam process will include an application, resume review, and oral interview.

Selection Process:

Those candidates that are successful in the above process and placed on a hiring list, will be required to participate in a Fire Chief oral interview, for the final selection.

Selected applicants will be required to:

- Successfully pass an interview
- Complete Personal History Statement and successfully pass a background investigation

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.

Application Submission:

Applications are available at <https://northcentralfire.org/careers/>. A candidate can mail or hand deliver a completed application with supporting documents to North Central Fire Protection District, Personnel Department, 15850 W Kearney Blvd., Kerman CA. 93630. If you have any questions please feel free to call (559) 878-4550.