



## **JOB ANNOUNCEMENT**

### **PRINCIPAL ACCOUNT CLERK**

Salary Range: \$4,556 - \$5,048/month

#### **Application Period**

**OPENING DATE:** January 30, 2023

**CLOSING DATE:** February 20, 2023

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

#### **Job Definition:**

Under general supervision, the PAC performs the most difficult and complex accounting clerical duties. Incumbents develop, maintain, and reconcile payroll, financial and statistical records including fiscal and budgetary accounting procedures. The PAC is the highest-level job classification in the Account Clerk series and must be capable of standing in for the General Manager in his/her absence and demonstrate professionalism while working with elected and appointed officials. See Principal Account Clerk Job Specification dated 09/13/2022 at [www.NorthCentralFire.org/Careers](http://www.NorthCentralFire.org/Careers).

Duties responsible for, but not limited to the following:

- Prepare and process District payroll and payroll tax deposits
- Prepare and process District's accounts payable invoices
- Prepare monthly journal entries and post in District's accounting system and reconcile fund account balances with reports from the County of Fresno
- Posting to and maintenance of the general ledger and budgetary control accounts of the District
- Process and monitor District's accounts receivables for fees and permits
- Maintain payroll, financial and accounting records to ensure accurate and up to date financial reports
- Assist General Manager with annual audit reports
- Assist General Manager with annual District budget
- Must be prepared to perform responsibilities and duties as acting General Manager when needed
- To attend District Board Meetings as directed
- All other related duties

## PRINCIPAL ACCOUNT CLERK JOB ANNOUNCEMENT

January 30, 2023

Page 2 of 5

The PAC 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).

### **Essential Duties and Responsibilities:**

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

Develops, maintains and reconciles complex financial and statistical records, such as, journals, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, performance indicators, and budget estimates.

Prepare and process the District payroll by first verifying information on Payroll Recap and FLSA OT forms provided by other Finance employees is accurate; maintain accurate employee base pay, overtime, FLSA, and Holiday rates, benefit deductions, and all compensation and payroll deductions not included in this list.

Prepare and process District's accounts payable invoices.

Develop spreadsheets that will be used to analyze and produce financial reports.

Prepare monthly journal entries and post in District's accounting system and reconcile fund account balances with reports from the County of Fresno.

Posting to and maintenance of the general ledger and budgetary control accounts of the District.

Process and monitor District's accounts receivables for fees and permits.

Maintain payroll, financial and accounting records to ensure accurate and up to date financial reports.

Maintain a high level of confidentiality.

Assist General Manager with annual audit records and annual District budget.

Performs related duties as required.

PRINCIPAL ACCOUNT CLERK JOB ANNOUNCEMENT

January 30, 2023

Page 3 of 5

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

## PRINCIPAL ACCOUNT CLERK JOB ANNOUNCEMENT

January 30, 2023

Page 4 of 5

### **Minimum Qualifications:**

Education and/or Experience:

High school diploma or GED and four (4) 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 Principal Account Clerk must 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 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.

## PRINCIPAL ACCOUNT CLERK JOB ANNOUNCEMENT

January 30, 2023

Page 5 of 5

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 question please feel free to call (559) 878-4550.