



## **JOB ANNOUNCEMENT**

### **Senior Accountant/Auditor**

Annual Salary Range: \$68,784 - \$83,601

The North Central Fire Protection District serves approximately 50,000 residents across 230 square miles, providing essential fire and emergency services to the community. The District is seeking a highly skilled Senior Accountant/Auditor to support key financial, administrative, and operational functions. This position plays a critical role in budget development, audit preparation, financial reporting, and ensuring compliance with public sector accounting standards.

#### **Key Responsibilities**

- Assist in developing the District's annual budget and long-range financial forecasts in accordance with public finance regulations and fund-accounting best practices.
- Prepare and present financial reports, statistical analyses, and budget recommendations to the General Manager and Board of Directors.
- Maintain accurate financial records, including accounts payable and receivable, ensuring documentation is audit-ready and aligned with internal fiscal controls.
- Review and process purchasing activity, vendor contracts, RFPs/RFQs, and billing documentation in compliance with District policies.
- Prepare and distribute board meeting materials, including agendas, resolutions, financial reports, minutes, and public notices.
- Conduct legislative impact analysis and interpret federal, state, and local laws, codes, and regulations affecting District operations and funding.
- Apply research and data-collection methods to support financial forecasting, performance analysis, and strategic planning.
- Foster a collaborative, customer-focused work environment while maintaining high standards of accuracy, confidentiality, and professionalism.
- Provide administrative support and assume designated responsibilities in the absence of the General Manager, as assigned.
- Performs other duties as assigned

#### **Ideal Candidate Qualifications**

- Bachelor's degree in accounting, finance, public administration, or a related field.
- 3–5 years of experience in public sector finance, governmental accounting, or administrative management.
- Proficiency with accounting software (e.g., QuickBooks Desktop or similar) and Microsoft Office Suite.
- Knowledge of payroll regulations, labor laws, and accounts payable procedures preferred.
- Exceptional attention to detail and strong active-listening skills.
- Clear and consistent communication skills, both verbal and written.
- Strong critical-thinking abilities and sound judgment, with the ability to manage multiple priorities.

### **District Benefits**

- PARS Retirement System – District-participating retirement program.
- Vacation Leave (Full-Time): 40-hour employees with up to five years of service accrue 80 hours (two weeks) of vacation annually.
- Sick Leave (Full-Time): 40-hour employees accrue 8 hours of sick leave per month.
- Holidays: Ten (10) District-observed holidays plus two (2) half-day holidays.
- Health, Dental, and Vision Insurance: The District contributes 80% of the premium, up to a \$1,900 monthly cap; employees pay the remaining 20%.
- Life Insurance: District-provided life insurance coverage.

### **How to Apply**

Applications are available online at [www.northcentralfire.org/career-opportunity](http://www.northcentralfire.org/career-opportunity) to begin the submission process.

This recruitment is Open Until Filled. The District may close the recruitment at any time once a sufficient number of qualified applications have been received.

To ensure full consideration, applicants are strongly encouraged to apply early. First Review of Applications: May 25, 2026

Applicants must submit:

- A completed District employment application
- A resume detailing relevant experience
- (Optional) A cover letter describing interest in the position

Incomplete applications may not be considered.

Applications received by the first review date will be screened and prioritized for initial interviews.

Applications may be submitted by email, [hr@northcentralfire.org](mailto:hr@northcentralfire.org), in person, or by postal delivery to:

North Central Fire Protection District  
15850 W. Kearney Blvd.  
Kerman, CA 93630

A resume and all supporting documentation must be submitted at the time of filing.

Applicants who submit a complete application package will receive written confirmation. Applicants selected to move forward will also receive notification of the written examination date once a sufficient applicant pool has been established. Candidates advancing further in the process will be required to complete a work-style assessment.

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

All questions concerning the examination process should be directed to [hr@northcentralfire.org](mailto:hr@northcentralfire.org).

North Central Fire Protection District is an Equal Opportunity Employer.