Accounting Specialist – Part Time

Supervisor: Finance Director

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this class. This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

a. Accounts receivable and payable processing, including entering and tracking invoices; issue and print checks; copy checks and mail to vendors; scan checks and bills and attach to QuickBooks
b. Create positive pay file and upload to the County
c. Check statements and call vendors for outstanding invoices
d. Review credit card expenditures and reconcile with account statements; ensure compliance with credit card purchasing policy and follow up on missing receipts
e. Enter invoices in QuickBooks
f. Follow up on Aged Receivables report
g. Assist with processing and tracking Federal and State reimbursements (FEMA and Cal-OES)
h. Billing for plan check and inspection fees
i. Enter EMS billing deposits for year-end subsequent receipts and maintain receivables spreadsheet
j. Assist with fixed asset inventory documentation (purchases, sales/disposals)
k. Track FEMA grant funded inventory items in accordance with Federal guidelines
l. Assist with annual physical inventory audit
m. Issue checks for Payroll
n. Periodic audits/reconciliations of accrued time off balances in payroll (ADP) and timekeeping systems (TeleStaff)
o. Reconcile Vacation and CTO (Compensatory Time Off) balances to ensure they do not exceed limits stated in MOUs, and in FLSA
p. Validate payroll information is in accordance with MOU contract provisions and other benefit elections
q. Periodic audits educational incentive pay program
r. Periodic audits of deferred compensation (457 plan) and Retiree Health Savings accounts (HSA) contributions to ensure compliance with IRS limits
s. Section 125 Cafeteria Plan compliance review
t. Assist with tracking and submitting expenses for Federal and State grants
u. Assist with accounting and recordkeeping for grant funds received and ensure compliance with
v. Document processes and create work procedures and checklists
w. Serve as backup for Payroll and Banking functions
x. Assist with reporting and requests for information from various entities and agencies
y. Copying, filing, and scanning

Knowledge:

- Basic knowledge of English in written and spoken form, and arithmetic
- Office procedures, practices, and equipment
- Experience in payroll processing (ADP preferred)
• Familiarity with timekeeping systems (Kronos, Telestaff, etc.)
• Processing and tracking accounts payable and accounts receivable
• Proficiency in Excel
• Proficiency in QuickBooks
• **Highly desirable:** Accounting degree; Grant accounting and administration; knowledge of Governmental Accounting Standards/GASB

**Abilities:**

• Maintain records and prepare reports from such records
• Understand and follow brief oral and written instruction
• Convey information to the general public
• Organize work effectively

**Skills:**

• Use computers in a Windows format
• Data entry
• Word processing
• Excel spreadsheets
• Typical office equipment (fax, copier, telephone, printer, shredder, calculator, label maker, postage meter)
• Gain and maintain competency on new computer software programs.

**Minimum Requirements:**

• Valid California Driver’s License
• High school diploma or equivalent
• Two years progressively responsible experience in an accounting position

**Compensation and Benefits:**

• Hourly rate: $35.37 - $37.16 depending on experience
• After one year of continuous service, members are entitled to 51 hours of vacation
• Members accrue one (1) hour of sick leave for every 30 hours worked, to a maximum of 24 hours annually
• AFLAC Coverage available
• District sponsored employee assistance program (EAP)
• 457b deferred compensation retirement plan with District matching up to $75/month (optional employee enrollment)
• New hires will join the Marin County Employees Retirement Association (MCERA) as a PEPRA employee at 2% at 62
• 12-month probationary period
• This position may receive Overtime, Compensatory Time, and participate in Wellness/Fitness Education programs
• This position is represented by the Non-Sworn Administrative Staff Association (NSAS)

*Novato Fire District is an Equal Opportunity Employer, and welcome and encourage qualified applicants of all ages, races, genders, and veteran status to apply*

**HOW TO APPLY**

Interested applicants must submit the following items:

• Novato Fire District application
• A detailed résumé
• Copy of high school diploma, GED certificate or transcript
• DD 214 Long Form (Required for all former military personnel)

*NOTE: Applicants who receive a conditional offer of employment are subject to a background check including, but not limited to, DMV driving record review, polygraph, Live Scan, psychological screening, medical evaluation, and drug screen.*

If you are interested in this exciting opportunity, visit our website at [http://www.novatofire.org/about-us/employment](http://www.novatofire.org/about-us/employment) for more information, and to download an application packet. Completed applications with required documents will be accepted via mail email only.

**APPLICATION PERIOD:**

Beginning Thursday, August 27, 2020 until position is filled. First review of applications will be Thursday, September 10, 2020

Applications should be directed to the attention of:

Gretchen Felciano
Human Resources Manager
gfelciano@novatofire.org

**Incomplete or late applications will not be considered**

Please contact Gretchen Felciano with any questions at 415-878-2621