

NORTH WHATCOM FIRE AND RESCUE JOB DESCRIPTION

Title: Finance Specialist
Division: Administration
FLSA Class: Exempt
Approved By: Board of Commissioners

Effective Date: October 19, 2023
Pages: 1-4
Wage Range: \$78,000 - \$92,000 / year
DOE

JOB DESCRIPTION SUMMARY

The Finance Specialist processes all accounts payable for Whatcom County Fire District 21 and Whatcom County Fire District 4. Applies best practices to all state and federal laws governing District finances. Assists in the projection planning and maintenance of the Fire District's annual budget. Acts as a liaison with the District's outside payroll firm to process all monthly payroll. Prepares monthly, quarterly, and annual financial reports as required by the District Fire Chief. The Finance Specialist reports to the Fire Chief and works in an office environment.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

- Performs payroll functions for the District in conjunction with the payroll firm. Audits hour usage on time sheets, vacation and sick leave accruals, deductions, contributions, and all other payroll associated activities and balances for accuracy.
- Performs and manages monthly deductions for all district insurance, deferred compensation, PERS, LEOFF, DSHS, and other programs and transmits them to the payroll accounting firm.
- Prepares monthly, quarterly, and annual payroll reports including but not limited to LEOFF, PERS and Labor and Industries reports as required.
- Files and pays quarterly Labor and Industries payments.
- Audits accuracy of W-2s for all employees and volunteers as prepared by the payroll accounting firm.
- Initiates and maintains secure direct deposit for all District employees and volunteers.
- Responsible for matching invoices to originating requisitions, purchase orders, receipts, and packing slips.
- Responsible for matching received credit card statements to employee expense reports.
- Coordinates accounts payable activities related to travel made by District employees.

Provides monthly payroll, benefits, and blanket vouchers to the Board of Commissioners for approval.

Prints and process District's checks for accounts payable vouchers.

Prepares and processes 1099s and maintains W-9s for District vendors.

Reconciles cash and investment accounts. Prepares account transfers and investments with appropriate supporting documentation for Fire Chief authorization.

Reconciles and maintains petty cash and advance travel funds.

Assign, maintain, and disseminate District BARS numbers list.

Provides accurate DANS numbers for all financial related documentation in a timely manner to the records management individual for auditing.

Prepares and collects data and reports for State Auditor's Office bi-annual and annual audits. Acts as liaison between the District and the SAO during audits.

Assists the Fire Chief in preparation of the annual budget. With the Fire Chief, reviews and advises on Capital Projects requests from other division leads.

Responsible for attending relevant ongoing training and seminars as applicable to job duties.

Performs other duties as assigned of a similar nature and level within the classification's scope.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Basic accounting practices and procedures pertaining to accounts payable and payroll practices;
- Governmental accounting and auditing procedures;
- Government regulations including federal, state, and local tax laws regarding payroll, purchasing and other accounts payable functions;
- Electronic accounting systems including payroll, Springbrook, Department of Retirement Systems online portal, Employment Security, LEOFF II, PERS II/III & Labor and Industries reporting;
- Governmental monthly and quarterly reporting;
- Familiarity with the BARS system of accounting;
- Business letter writing, report preparation, and principles and procedures of record keeping;
- Modern office procedure, methods, and equipment;

Skills in:

- Mathematical skills and numerical computation;
- Interacting with others using tact, patience, and courtesy;

- Oral and written communication;
- Assessing and prioritizing multiple tasks, projects, and demands;
- Using initiative and independent judgment within established guidelines;
- Strong attention to detail;
- Organization, documentation, and record keeping;

Ability to:

- Read, write, and speak the English language;
- Operate office equipment including computers and supporting word processing and spreadsheet application with a strong proficiency and understanding of Excel spreadsheets and formulas;
- Perform detailed work involving written or numerical data;
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Use a 10-Key to perform mathematical calculations rapidly and accurately;
- Effectively manage situations related to public questions, complaints, or requests for information regarding District held accounts;
- Complete comprehensive work assignments and meet deadlines;
- Adapt to changes in the work environment and to shift in organizational philosophy and expectations;
- Work independently with minimal supervision;
- Maintain and establish effective and cooperative working relationships with the District employees, public, and public officials and to work as a positive team member;

SUPERVISORY RESONSIBILITIES

This position may have supervisory responsibilities.

EDUCATION/EXPERIENCE

Required:

Two (2) years of college level course work in Accounting, Finance, Business Administration or a related field of study and /or three (3) years of finance experience that includes accounting with a focus in accounts payable, payroll, government finance regulations, annual budgeting, and governmental annual auditing reporting and practices.

Preferred:

- Bachelor's Degree in Accounting, Finance, Business Administration or related field of study OR equivalent education/experience that demonstrates the ability to ability to perform the duties of described.
- Experience working in a government agency.
- Experience working in a union environment.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.


WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a typical office setting. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

- Ability to pass a pre-employment drug screening examination and any subsequent testing.
- Ability to pass a comprehensive background check.
- Employee must be insurable under the District’s existing vehicle and umbrella liability insurance carrier.

Approved: 

Chairman, Board of Fire Commissioners
North Whatcom Fire and Rescue

Date: 11/15/2023