

NORTH WHATCOM FIRE AND RESCUE JOB DESCRIPTION

Title: Finance Specialist – AP/AR
Division: Administration
FLSA Class: Exempt
Approved By: District Fire Chief

Effective Date: February 2, 2026
Pages: 1-4
Wage Range: \$68,000-\$74,000 / year
DOE

JOB DESCRIPTION SUMMARY

The Finance Specialist processes all accounts payable and accounts receivable 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. Assists with the preparation of all 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:

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 accounts payable blanket vouchers and necessary financial documents for the board packet.

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

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

Processes District's accounts receivable and prepares weekly bank deposits.

Audits monthly EMS transport charges for accuracy, processes EMS accounts receivable, and maintains EMS transport spreadsheet and binders.

Accurately prepare and issue District invoices in compliance with contractual terms.

Maintain a copy of current District financial contracts and agreements to facilitate accurate renewal, invoice generation, and payables.

Inputs monthly District financials and reconciles cash and investment accounts.

Reconciles and maintains petty cash and advance travel funds.

Assists with monthly payroll process as needed.

Assists with the preparation of account transfers and investments with appropriate supporting documentation for Fire Chief authorization as needed.

Assists with the monthly/quarterly payments of Labor and Industries, Paid Family Medical Leave and Washington Cares (LTC), Payroll Taxes, DSHS, and Leasehold Excise Tax reports as needed.

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.

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

Performs assistance and backup as assigned for other administrative positions within the office.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Basic accounting practices and procedures pertaining to accounts payable and accounts receivable 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 Springbrook, Department of Retirement Systems online portal, Employment Security, Labor and Industries, Payroll Taxes, and Washington State PFML/LTC 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, accounts receivable, 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 comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.

Approved: _____



District Fire Chief
North Whatcom Fire and Rescue

Date: _____

2/2/2026