



NORTHWEST FIRE DISTRICT

ACCOUNTING SPECIALIST

Reports to:	Finance Manager	FLSA:	Non-Exempt
Division:	Business Services	Status:	Full-Time
Location:	Administration	2015 Pay Plan:	Gr. 83
Reviewed:	T. Walsh	2020 Pay Plan:	Gr. 20-83
	Finance Supervisor	Revised:	02/2023
Supervises:	None		

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.

POSITION SUMMARY

The Accounting Specialist supports the Northwest Fire District in its mission to save lives, protect property, and care for our community through the responsibility of accounts payable, accounts receivable, and maintenance of financial records for Northwest Fire District. This requires accounting work involving the application of accounting principles, attention to detail, complex calculations, and recording of transactions. This position will interact with employees from all levels of the organization and is expected to be professional and provide excellent customer service in a team environment. This position is expected to comply with the rules, policies, and procedures as set forth by the District.

ESSENTIAL FUNCTIONS

- Process Accounts Payable, which includes creating a payables voucher with invoices to be paid with supporting documentation and appropriate approval(s) for payment.
- Perform Accounts Receivable functions to include timely billing, proper payments applied and correcting any receipts. Maintain vendor records including setup up of vendors in the accounting system.
- Process and issue 1099s at calendar year end.
- Review monthly vendor statements for accuracy of payments applied and amounts due.
- Maintain travel and training payment records ensuring compliance with policy.
- Perform data processing functions, including creating Excel spreadsheets and Word documents.
- Perform one or more accounting operations such as maintaining multiple account registers, various ledgers and journals ensuring transactions are accurate, consistent, and conform to procedures.
- Process check and ACH bank deposits and maintain associated files.
- Manage the purchasing card program and reconcile the file upload.
- Serve as backup for general accounting functions, including but not limited to payroll.
- Other duties, as assigned.

Knowledge:

Title: ACCOUNTING SPECIALIST

Basic

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Specific

- Basic arithmetic such as addition, subtraction, multiplication, and division.
- Data processing and accounting.
- Office practices, procedures, and equipment operations.

Skills:

Basic

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Specific

- Operation of 10-key calculator, personal computer, and accounting software.

Abilities:

Basic

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Specific

- Make arithmetic computations accurately.
- Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements, such as a calculator or computer keyboard.
- Utilize spreadsheet and word processing software.
- Analyze systems and procedures accurately and logically and implement improvements.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain sustained attention to detail, prioritize workload, manage multiple tasks with competing deadlines.
- Work under pressure, handle significant problems and tasks that arise simultaneously and/or unexpectedly.
- Perform cross-training within work environment.
- Engage in self-improvement and training as required.
- Work safely and courteously to promote a strong team atmosphere.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- A High School diploma or GED equivalency
- One (1) year experience in Accounts Payables, Accounts Receivable, or Financial Accounting related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Basic computer skills and knowledge of Word, Excel, and Outlook email

ADDITIONAL REQUIREMENTS: (see “Definitions” for underlined word[s])

Driving Position:

This position requires possession of a valid driver’s license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver's License and maintain an acceptable driving record, see [Obtaining a Driver's License](#).

Definitions

1. Acceptable Driving Record: means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) see [Points Assessment](#)).
2. Driving Position: means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: None

"Driving Level" may be None, Secondary or Primary, and refers to the driving responsibility as it relates to the essential functions of the position.

Driver's License Type:

Operator License (Class D) reference [Driver License Classes and Types](#). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver's license. You must be at least 18 years of age to apply for an operator license.

Commercial Driver's License (CDL Endorsements): None

Automobile Insurance Requirement (Refer to District Policy - Driver's License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

Safety Sensitive: Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

Pre-employment Drug Testing Required: Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine				X
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit		X		
Stand	Stand		X		
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm	X			
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	X			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations		X		
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	

Environmental Conditions	Definition	Never	Occasionally (activity or onditions exist 0-2.5 hrs./day)	Frequently (activity or onditions exist 2.5-5.5 hrs./day)	Constantly (activity or onditions exist 5.5+ hrs./day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside	X			
	Subject to extreme cold (typically below 32°)	X			
Atmospheric Conditions	Subject to extreme heat (typically above 100°)	X			
	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

SEDENTARY

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Sitting most of the time.

LIGHT

- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.

MEDIUM

- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

HEAVY

- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

VERY HEAVY

- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.