SOUTH KING FIRE & RESCUE
JOB DESCRIPTION

FINANCE SPECIALIST I **Non-Exempt**

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The Finance Specialist is a full-time nonexempt position responsible for monitoring, assigning, verifying and maintaining prescribed accounting standards related to invoices and other related accounts payable (AP) procedures as assigned. The position also serves as the Districts customer service representative for both internal and external customers.

Employees occupying this position require considerable independent judgment, organization and problem solving skills. Requires ability to work independently and in a team environment in accomplishing assigned work under the general or specific direction of the Finance Supervisor. This position may also assist other divisions with various requests for assistance with projects or other needs.

WORK WEEK AND HOURS:

The defined "work week" begins on Monday and ends on Sunday. This position regularly operates five days per week; (Monday – Friday), eight hours per day with a half hour unpaid lunch. Hours worked in excess of 40 hours per week are paid at the overtime rate of 1.5 times (X) the regular hourly wage. Determination and changes to the work schedule are at the sole discretion of South King Fire & Rescue.

SUPERVISION RECEIVED:

The position works closely with the Finance team and reports directly to the Finance Supervisor.

ESSENTIAL FINANCE FUNCTIONS:

- Prepare and enter monthly accounts payable invoices into financial accounting system
- Accepts check, cash or credit card payments; collects and distributes supporting documentation to appropriate divisions
- Match invoices and supporting documentation, and obtain approval signatures
- Respond to vendor inquiries including the reconciliation of vendor statements, research and correction of discrepancies
- Distributes, tracks and processes purchase orders
- Prepare mid-month utilities and end of month payment/check distributions
- Petty Cash Custodian - Collects fees, makes change, issues receipts; completes balanced monthly petty cash reports
- Manage employee reimbursements
- Manage credit card integration processes - Audits and processes credit card bills & payments
- Process payments for class/tuition fees
- Maintains files and documentation thoroughly and accurately, in accordance with District policy and accepted accounting practices
- The position serves as a backup to other finance positions (through cross-training) and accounting functions for the District
- Assists with other projects as needed

ESSENTIAL BUSINESS OPERATIONS FUNCTIONS:

- Point of contact for incoming phone calls and reception at headquarter facility
- Office supply ordering, inventory, and distribution
- Shipping and receiving management from headquarter station
- Mail sorting and distribution
- Distributes incoming District notification to proper divisions
- Manage District postage machine and supplies
- Expected to identify and recommend changes to business practices and processes that will achieve greater efficiency and/or effectiveness in achieving desired results

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge and experience with accounting systems, business practices, and budgeting
- Preferred knowledge and experience with Microsoft Dynamics
- Preferred knowledge and experience with TeleStaff
- Knowledge of Fire District's policies and procedures

Skills and Abilities:

- Proficiency in Microsoft Office Word, Excel, and Outlook
- Critical attention to detail
- Ability to maintain confidential information
- Excellent oral and written communication skills
- Organized with a propensity toward goal setting and follow through
- Excellent record keeping and file management skills
- Excellent interpersonal and customer service skills
- Ability to establish and maintain effective working relationships with others
- Ability to understand and execute oral and written instructions
- Ability to multitask and sort multiple priorities
- Excellent customer service and interpersonal communication skills
- Clear written and verbal communication skills
- Ability to organize and develop procedures in a logical/methodical manner
- Excellent time management skills
- Able to work well in a team environment

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree (A.A) or equivalent from two-year college or technical school.
- 3-5 years related experience and/or training; or equivalent combination of education and experience.

Desirable Qualifications:

- Bachelor's degree in accounting or a related field or equivalent from a four-year college is preferred.

OTHER REQUIREMENTS:

- Washington State driver's license and driving record free of serious or frequent violations.
- Must be bondable and pass a criminal background check, credit check and drug screening.

TOOLS AND EQUIPMENT USED:

Personal computers including word processing and spreadsheet software, printers, laptops, telephone, related communications equipment, copier, fax machine, etc.

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.

Employee is frequently required to walk, stand, sit, talk and hear. Requires ability to utilize the telephone and manual dexterity to operate a personal computer and other standard office equipment. Frequently required to use hands to finger, handle, feel or operate computer keyboard, accounting calculator and to reach with hands and arms. Occasionally requires lifting or moving equipment up to 25bs with or without assistance.

WORK ENVIRONMENT:

Employee works indoors. The work environment and noise level is typical of those encountered in a small administrative office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.