



www.gigharborfire.org



## Employment Opportunity Accounts Payable Finance Specialist

Gig Harbor Fire & Medic One is hiring one candidate to fill the position of Accounts Payable Finance Specialist. A start date in June 2019 is anticipated. We are an equal employment opportunity employer and a tobacco free workplace.

### Position Details

#### Salary & Benefits:

- Annual salary: \$68,202.84. Salary will increase in 2019, upon ratification of new contract currently under negotiation.
- PERS Retirement;
- Medical/Dental/Vision for Employee and Family;
- District Contributions to Employee's Healthcare Reimbursement Account (HRA);
- Employer Matched Deferred Compensation;
- Sick Leave;
- Paid Holidays;
- Educational Incentives Available

**FLSA Status:** Non-Exempt

**Represented:** IAFF Local 3390 for Non-Uniformed Personnel

### District Profile:

Gig Harbor Fire & Medic One provides 911 emergency medical services, fire suppression, emergency rescue and injury prevention services to the 50,000 residents of the Gig Harbor Peninsula. Our response area covers 55 square miles with more than 50 miles of shoreline including Fox and Raft Islands.

Our 12 person administrative team provides administrative and clerical support to staff members and our community at Gig Harbor Fire Stations 50 and 51. Together with 110 career members and 20 volunteers, we work to provide excellent fire suppression, emergency medical, and risk reduction services to our community.

The Accounts Payable Finance Specialist is primarily responsible for ensuring that the Fire District makes payments to vendors in a timely and fiscally responsible manner. This position also performs other duties as assigned.

A Finance Specialist job description is included below. The position being filled will primarily perform tasks related to Accounts Payable. Payroll and Accounts Receivable functions are performed by other employees at this time.

For more information about the Gig Harbor area, click here: [Gig Harbor Chamber Website](#).

### **Required Qualifications for Finance Specialist - Accounts Payable:**

1. Minimum of 18 years of age.
2. High School graduate or equivalent (GED).
3. Possess a valid driver's license and able to obtain a Washington State driver's license within 30 days of date of hire.
4. Prior work experience in accounts payable.
5. Proficiency using Microsoft Excel, Word and Outlook.
6. Strong mathematic skills in addition, subtraction, multiplication, and division.
7. Strong attention to detail and accurate/efficient data entry.
8. Reliable and adaptable.
9. Able to take direction from others and provide excellent customer service both internally and externally.
10. Must be able to successfully pass drug screening, psychiatric screening and comprehensive background review prior to hiring.
11. Candidates must be tobacco and marijuana free at time of testing.

### **Desired Qualifications for Finance Specialists:**

1. College level education and/or continuing education that enhances the candidate's ability to perform essential functions of the job.
2. Previous experience and/or familiarity with accounts payable services in a government environment.
3. Familiarity with the Washington State Budget, Accounting, and Reporting System ("BARS").
4. Experience using financial software. Please describe your experience in the required cover letter.

### **How to Apply:**

Email all documents indicated below to [HR@GigHarborFire.org](mailto:HR@GigHarborFire.org) by February 24, 2019.

### **Required Documents:**

1. Cover Letter
2. Resume
3. Completed Gig Harbor Fire & Medic One Contact Sheet (included in this packet)
4. Completed and notarized Gig Harbor Fire & Medic One Release and Authorization (included in this packet)
5. Copy of current driver's license
6. If applicable, attach a copy of your military DD214.

### **Optional Documents:**

1. Training certificates and/or diplomas in addition to those required above.
2. Letters of recommendation.

## Applicant Timeline

We are providing this timeline to help you plan your current work schedule and make travel arrangements while you are in the application process. Please note the dates indicated for “Email Notice of Advancement.” At that time, you will be notified whether or not you are proceeding to the next step. Those who are moving on in the process will receive further instructions. This timeline may be modified by the District as needed.

Application Packets Due - email to <a href="mailto:HR@GigHarborFire.Org">HR@GigHarborFire.Org</a>	February 24, 2019
Emailed Notice of Advancement in Process - instructions given for online skills testing and Personal History Statement	March 1, 2019
Online Skills Testing Completed	March 10, 2019
Emailed Notice of Advancement in Process; schedule panel interview	March 13, 2019
Panel Interviews	March 25-29, 2019
Personal History Statements submitted	Turned into Reception on completion of panel interview
Email Notice of Advancement in Process to Candidates	April 3, 2019
Complete suitability test and initial background check	Completed by April 15, 2019
Chief's Interviews	April 22-26, 2019
Conditional Offer of Employment	April 30, 2019
Background Checks	TBD
Psychological Evaluation	TBD
Final Conditional Offer of Employment	TBD
First Day of Employment	TBD
Welcome/Introduction to Board of Commissioners	TBD

## **GIG HARBOR FIRE & MEDIC ONE**

### **POSITION DESCRIPTION**

**POSITION: FINANCE SPECIALIST**

**DATE: JANUARY 2019**

### **GENERAL FUNCTION:**

The Finance Specialist position provides support to the Administration Division of Gig Harbor Fire & Medic One including, but not limited to, accounts payable, accounts receivable, and payroll.

### **CONTROLS OVER WORK:**

The position shall report to and is accountable to the Assistant Chief of Administration. Performance is evaluated by the Assistant Chief of Administration through observation of daily activities, program effectiveness and degree of harmony with citizens, co-workers and vendors. The position will work a schedule in accordance with contractual agreement.

### **ESSENTIAL JOB FUNCTIONS:**

#### **The position shall:**

- Provide initial contact with the public for telephone or in-person communications. Route calls/messages appropriately.
- Prepare and maintain a variety of records, logs, and files; locate materials and information in records and files as required.
- Use various software applications such as spreadsheets, relational databases, statistical packages and graphics to assemble, manipulate and/or format data.
- Assure the timely distribution and receipt of a variety of records and reports.
- Maintain vendor files including but not limited to, invoices received, supporting documentation, etc.
- Prepare, in final form, invoices for approval.
- Conduct research to ensure all accounts are paid in full.
- Research and review financial records, schedules, and/or reports.
- Accumulate financial data from source documents and verify accuracy within established accounting practices and procedures.
- Monitor, assign, and verify account coding and related information and assure the completeness and accuracy of information.
- Manage distribution of warrants, payroll checks, etc.
- Research lost warrants/checks and process replacement warrants/checks when necessary.
- Accomplish District payroll including associated employee benefits account maintenance and payments.

- Prepare reporting associated with payroll.
- Prepare and submit the District's ambulance transport billing and outside agency billing for personnel, equipment and services.
- Acceptance, receipting, and posting of accounts receivable.
- Distribute advanced travel funds in accordance with District policy.
- Maintain and reconcile Petty Cash and Advance Travel Funds.
- Monitor the reporting of time and attendance for all employees, validating time records and leave authorizations.
- Front desk duties/coverage as needed.
- Perform other duties related to the position, as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**The position shall have demonstrated the ability and/or skill to effectively:**

- Communicate in the English language, both orally and in writing.
- Operate typewriter, computer keyboards, calculator, telephone, etc.
- Perform record and file maintenance, and bookkeeping/accounting procedures.
- Use tact and courtesy with co-workers and the public.
- Perform complex, paraprofessional accounting duties.
- Have knowledge of methods, practices, and terminology used in purchasing, bookkeeping and filing methods and procedures.
- Post and make calculations rapidly and accurately.
- Reconcile, balance and audit assigned accounts.
- Perform specialized bookkeeping procedures.
- Demonstrate knowledge of applicable laws, codes, and regulations.
- Travel between various worksites as necessary to fulfill the needs of the District.
- Organize and accomplish work assignments with minimal supervision.

**PHYSICAL DEMANDS:**

**The position shall have the demonstrated physical ability to:**

- Communicate over the telephone and speak in person to individuals and groups.
- Operate office machines to include word processor, typewriter, postage machine, copy machine, fax machine, printers, calculator, paper cutter, 3-hole punch, etc.
- Sit, talk and hear, move about, and operate or control objects, tools, and machines.
- Lift/move objects weighing up to ten pounds on a regular basis, such as files, books, office equipment, etc.
- Possess acceptable auditory and visual senses to meet the requirements of the job.



# Gig Harbor Fire & Medic One

## Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below in order for Gig Harbor Fire & Medic One personnel to contact you in the most efficient and confidential manner.

If you do not want our personnel to contact you at a specific location (i.e., work), or by a specific method, please leave that space blank.

### Applicant Name:

### Home Information

Street Address:

Apartment Number:

City, State, Zip Code:

Home Phone:

Best Time to Call:

Home Fax:

Personal Email Address:

Personal Cell Phone:

Best Time to Call:

### Notes:

### Work Information

Organization:

Street Address:

City, State, Zip Code:

Work Phone:

Best Time to Call:

Work Fax:

Work Email Address:

Work Cell Phone:

Best Time to Call:



# Gig Harbor Fire & Medic One

## Release and Authorization

I voluntarily and knowingly authorize any present employer or supervisor, past employer or supervisor, college, university or other institution of learning, administer, law enforcement agency, state agency, federal agency, finance bureau/office, collection agency, private business, military branch or the National Personnel Records Center, personal reference, and/or other persons, to give records or information they may have concerning my criminal history, motor vehicle history, earnings history, credit history, character and employment records or any other information requested to authorized representatives of Pierce County Fire District #5.

I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid for one (1) year from the date signed and a photo graphic or faxed copy of the authorization shall be valid as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (Please Print)

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary Public, in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_