
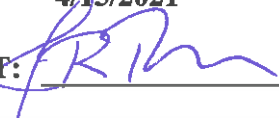



Scotts Valley Fire Protection District	
POLICY: 1712	SUBJECT: Administrative Accounting Specialist Job Description
DATE APPROVED: 4/15/2021	
BOARD PRESIDENT: 	FIRE CHIEF: 

ADMINISTRATIVE ACCOUNTING SPECIALIST

Job Description

REPORTS TO: Administrative Services Manager

SUPERVISES: Non-Supervisory Position

BASIC FUNCTIONS:

Under general supervision, the Administrative Accounting Specialist performs a variety of administrative functions for the Scotts Valley Fire Protection District (SVFPD). The Administrative Accounting Specialist is a confidential employee and performs complex accounting functions related to processing financial transactions and payroll.

PRIMARY DUTIES:

Administrative Functions:

- General office support processing mail, answering phones and assisting members of the public.
- Provides Fire Prevention administrative support including logging plans, processing payments and scheduling appointments.
- Maintains the SVFPD Website, required legal postings and social media.
- Provides backup coverage for Recording Board Secretary.


Accounting Functions:

Accounts Payable:

- Processes accounts payable including reviewing invoices for accuracy, managing purchase orders, coding for proper budget accounts and verifying appropriate authorization.
- Reconciles and processes monthly Cal Card expenditures.
- Processes invoices and deposits through the County system.
- Maintains expenditure and revenue spreadsheets to reconcile with the County system.
- Purchases supplies and maintains fixed asset inventory.

Payroll:

- Processes payroll including downloading payroll data, reviewing for accuracy and preparing payroll sheets for data entry in the County payroll system.
- Maintains payroll reports and records including personnel action forms, deductions, withholdings and processes retroactive payments.

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- Audits CalPERS calculations processed by the County to ensure correct and timely payment.

KNOWLEDGE:

- Proficient in Microsoft Office and G Suite.
- Basic accounting practices, procedures and techniques.
- Modern office practices, methods and equipment.
- English use, grammar, spelling, vocabulary and punctuation.
- Creating and/or formatting documents and forms.

ABILITIES:

- Accurately type 50 words per minute.
- Work cooperatively with staff, the public and other organizations.
- Work under tight deadlines and manage conflicting priorities.
- Apply good judgement in a variety of challenging situations.
- Exercise flexibility, creativity and sensitivity in response to changing needs.
- Communicate clearly and effectively.
- Work independently with minimal supervision.

MINIMUM QUALIFICATIONS:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship.
- High School Graduate or Tested Equivalent.
- Valid California Driver's License and must be insurable by the SVFPD Insurance Carrier.
- Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be one (1) year of experience in a full time administrative position. Related education may be substituted for experience or experience may be substituted for education.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in finance, accounting, business administration or close related field.
- Experience in accounts payable and payroll.