



JOIN OUR TEAM!

Administrative Accounting Specialist (Confidential)

Apply by: September 1, 2026

ABOUT THE POSITION

The Scotts Valley Fire Protection District is seeking a collaborative and detail-oriented professional to join its Administrative Division as an **Administrative Accounting Specialist**. This position plays an integral role in supporting the District's day-to-day administrative, payroll, human resources, and financial operations while working in a team-oriented environment dedicated to providing exceptional public service.

The Administrative Accounting Specialist performs a variety of technical and administrative duties in support of the District's finance and human resources programs. Primary responsibilities include accounts payable, payroll processing, payroll reporting, budget support, financial recordkeeping, account reconciliations, workers' compensation administrative support, and maintaining personnel and financial records in accordance with District policies and applicable regulations. The position also provides administrative support for District programs and operations, as well as assisting with Board administration as needed.

The Administrative Division is a collaborative, cross-trained team that values continuous improvement and encourages employees to contribute ideas that strengthen District operations. In addition to supporting core administrative functions, the District is committed to expanding non-emergency services that provide value to the community. Current examples include child passenger safety seat inspections and community outreach efforts. The successful candidate will have the opportunity to contribute to these initiatives, identify operational efficiencies, and help shape future programs that support the District's mission.

Working closely with the Administrative Services Manager, District leadership, and fellow Administrative Accounting Specialists, the successful candidate will exercise sound judgment while handling confidential personnel, payroll, and financial information. This position requires strong organizational skills, attention to detail, professionalism, and the ability to manage multiple priorities in a collaborative, fast-paced environment. Proficiency with Microsoft Office, particularly Excel and Word, and the ability to learn specialized payroll and financial software are essential.

This is an excellent opportunity for someone who enjoys a variety of responsibilities, values teamwork, and wants to make a meaningful contribution to a progressive fire district. The ideal candidate is someone who takes initiative, embraces continuous improvement, and is interested in helping the Administrative Division evolve to meet the District's current and future needs while supporting the delivery of exceptional service to the organization and the community.

ABOUT THE ORGANIZATION

Tucked in the Santa Cruz Mountains along Highway 17, the Scotts Valley area offers small-town living within minutes of the Santa Cruz coastline and just 30 minutes from the conveniences of the Bay Area.

Established in 1958, the Scotts Valley Fire Protection District provides fire and emergency services to the City of Scotts Valley, Branciforte, and adjacent unincorporated areas of Santa Cruz County. The District serves nearly 22,000 residents across 30 square miles from two staffed fire stations and seven pieces of apparatus. The organization employs 29 full-time employees, two part-time employees, and 11 paid-call firefighters and is governed by a five-member Board of Directors.

The District values collaboration, professionalism, innovation, and continuous improvement. Employees are encouraged to take initiative, work together to improve operations, and help the District evolve to meet the changing needs of the organization and the community.

MINIMUM QUALIFICATIONS

- Legal right to work in the United States
- Valid California Driver's License (and ability to be insured by the District)
- High school diploma or G.E.D Certificate
- Proficiency in Microsoft Word and Excel

PREFERRED QUALIFICATIONS

- Bachelor's degree in finance, accounting, business administration, or a closely related field.
- Experience in accounting, human resources, or administrative support.
- Experience with CalPERS, employee benefits administration, or payroll processing.
- Experience working in a public agency or special district environment is desirable.

COMPENSATION AND BENEFITS

Salary: \$6,656.45 - \$8090.95 per month increasing by 5% on July 1, 2027

Educational Incentive: Associate Degree \$150/month, Bachelor's Degree \$250/month, Master's Degree \$350/month

Certification Pay: \$50/month per approved certification (up to three certifications)

The District contracts with CalPERS for retirement benefits

Three weeks of vacation (four weeks after five years of service), 12 holidays, and 24 hours of Personal Leave per year.

Health, Dental, and Life Insurance:

Up to \$3,627 per month for District sponsored healthcare plan (\$3,808 in 2027)

100% Delta Dental insurance for employee and dependents

\$55,000 Life Insurance Policy

Other benefits can be found in the District's Confidential Employee's Memorandum of Understanding. Although not listed, this position is under review and subject to the benefits found in the MOU.

(The district is on a bi-weekly pay schedule – wages and leave benefits are prorated to this schedule)

HOW TO APPLY

Submit a **resume and brief cover letter** addressing the following:

- What interests you about the Administrative Accounting Specialist position, and what do you believe you would bring to the role?
- What is something about yourself you would like to share that helps us get to know you beyond your resume?

Via email to info@scottsvalleyfire.com, or

Drop off in person / via mail to:

Scotts Valley Fire District

251 Glenwood Drive

Scotts Valley, CA 95066

Deadline to apply: September 1, 2026

Tentative Hiring Timeline

- **Panel Interviews:** Second week of September
- **Chief / Manager Interview:** Third week of September
- **Background Investigation & Pre-Employment Physical:** September–October
- **Anticipated Start Date:** November