

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE, CALIFORNIA 95422
707-994-2170 PHONE 707-994-4861 FAX

JOB ANNOUNCEMENT

FOR

FINANCE ASSISTANT

Salary Range:

\$17.50-\$18.50 DOE

\$36,408 – \$38,720 annually

Application Process:

Application materials may be obtained from Lake County Fire Protection District by calling (707) 994-2170 or by emailing mrivas@lakecountyfire.com. This is a continuous recruitment that will be open until filled. However, fully completed application packets submitted no later than **5:00 p.m. on Friday, August 21, 2020** will be considered for the first round of interviews. Application packets can be emailed to mrivas@lakecountyfire.com or mailed to:

Lake County Fire Protection District
Attn: Miasha Rivas
14815 Olympic Drive
Clearlake, CA 95422

Application packets must include a fully completed application, a resume, a cover letter and one (1) letter of reference. Incomplete applications will not be considered.

All statements made in the application process are subject to verification. False statements will be cause for disqualification or discharge.

Selection Process:

All application packets received will be reviewed for timeliness, accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral panel. Applicants will be notified by email regarding the status of their application.

Hours of Work:

The position is a 40-hour work week consisting of 8 hours per day, 5 days per week, Monday – Friday.

Salary and Benefits:

The salary range is \$36,408 – \$38,720 depending on experience.

The District offers: PTO, sick leave, medical benefits, and CalPERS retirement.

Training and Experience:

Any combination of training and/or experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from a two-year junior college or greater with a focus or major in accounting or business administration AND two (2) years of work experience in performing administrative and fiscal support.

OR

Four (4) years of work experience in performing administrative and fiscal support.

JOB DESCRIPTION

Under general supervision, to perform a variety of more complex, specialized account, statistical, document processing, and technical record keeping and support work; to review fiscal and medical records, applications, or specialized documents and information, processing of basic human resources and payroll documents, assisting the public and/or other District staff with the accuracy and completeness of the information; to assist others with the understanding of District services and functions; to perform a variety of advanced technical and office support work; and to do related work as assigned.

DISTINGUISHING FEATURES

This is a confidential, single position classification reporting to the Financial Analyst and Fire Chief. It is a more specialized working level classification for performing a variety of the more complex, specialized financial, statistical, and document processing work for the District. The Finance Assistant is distinguished from the Financial Analyst class in that the Financial Analyst is a management position responsible for all top-level accounting, administrative and human resource duties.

REPORTS TO

This position is under direct supervision of the Financial Analyst for day to day operations.

POSITIONS SUPERVISED

This is not a supervisory position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Performs a variety of the more complex fiscal and administrative support and record keeping work, developing and maintaining financial, administrative, human resource and ambulance transport records; updates and maintains both public and confidential records and information in computerized systems and databases; audits, reconciles, balances, or adjusts accounting records; prepares fiscal records and reports; revises

and maintains statistical bookkeeping and accounting control records such as ledgers and registers; maintains a variety of statistical or other specialized records, posting and updating information to keep records current and accurate; verifies purchase orders and purchasing information; assists with maintaining work and time records; balances cash received, verify receipts and prepare deposits; may assist with the development and control of budget information; assists in the preparation of accounting data, financial records and reports; may read and interpret government codes; assists with payroll functions as necessary; reconciles and trouble shoots information problems and ensures the accuracy of a variety of records; may have responsibility for subsidiary ledgers; provides requisite data to other government agencies, as delegated; updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software; performs duties as the assistant to the Clerk of the Board, performs special assignments related to the District where assigned; operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for prolonged periods of time; frequently stand, walk, push, pull, bend, and stoop; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, typewriter and fax.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment with continuous contact with other District staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of financial, statistical and administrative record keeping, document acceptance and processing requirements, and/or information system maintenance related to the District.
- In-depth understanding of the policies, laws, rules and regulations impacting the operations, transaction and functions of the District.
- Good public relation techniques; written and verbal.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods, procedures and equipment.
- Correct English usage, spelling, grammar and punctuation.
- Mathematics.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Basic medical terminology.
- General government processes.

Ability to:

- Perform a variety of the more complex fiscal, human resource and administrative support and record keeping work.

- Develop and maintain financial, human resource, administrative and medical records.
- Accurately maintain a variety of records and information systems.
- Oversee all day-to-day ambulance billing and front office clerical functions.
- Perform data entry with accuracy and speed.
- Communicate clearly, concisely, tactfully, and courteously, both orally and written, with the public and other staff when explaining the functions, requirements, and policies of the District.
- Proficiently use a variety of computerized spreadsheet, word processing, and database software.
- Read, interpret, and apply a variety of rules, regulations and policies related to functions and services of the District.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Type or word processing software at a speed necessary for successful job performance.
- Operate a computer and use department software in the performance of assigned work.
- Operate and use office equipment.
- Use a 10-key calculator with proficiency and speed.
- Perform multiple tasks simultaneously.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and the public.
- Apply strong critical thinking skills on a daily basis.
- Consistently change and adapt to a very fluid environment.