



NORTH CENTRAL FIRE PROTECTION DISTRICT JOB ANNOUNCEMENT

Job Title: Principal Account Clerk

Location: North Central Fire Protection District Headquarters
15850 W Kearney Blvd
Kerman CA 93630

Salary: \$4,210 to \$4,665

Deadline to Apply: Thursday, April 18, 2019. Must submit application by mail or drop it off in person at District Headquarters in Kerman. No applications will be accepted via email.

Start Date: Tentatively May 1, 2019

Position Description

The North Central Fire Protection District (NCFPD) is seeking a dedicated and experienced individual to join the District's Finance Division as the Principal Account Clerk. Under general supervision, the Principal Account Clerk performs the most difficult and complex accounting clerical duties. Incumbents develop, maintain, and reconcile payroll, financial and statistical records including fiscal and budgetary accounting procedures.

Duties responsible for, but not limited to the following:

- Prepare and process District payroll and payroll tax deposits
- Prepare and process District's accounts payable invoices
- Prepare monthly journal entries and post in District's accounting system and reconcile fund account balances with reports from the County of Fresno
- Posting to and maintenance of the general ledger and budgetary control accounts of the District
- Process and monitor District's accounts receivables for fees and permits
- Maintain payroll, financial and accounting records to ensure accurate and up to date financial reports

- Assist Business Manager with annual audit reports
- Assist Business Manager with annual District budget
- All other related duties

The Principal Account Clerk is an unclassified position in which the incumbent serves at the will of the District Fire Chief

District Employee Benefits

Health, dental and vision insurance: District provides 80%, employee 20% of monthly premium. District has a cap of \$1,500 monthly

Retirement: Defined Benefit Plan - District contributes 10.8% of monthly salary, employee contributes 11%

Deferred Compensation Plan 457(b) - no District contribution but employee may voluntarily make contributions

Vacation Leave: Two weeks per year (80 hours)

Sick Leave: Eight hours a month

Holidays: Ten District-observed holidays, plus two half days (88 hours) annually

Applicant Requirements to Qualify

Four years of increasingly responsible clerical experience involving the maintenance and development of complex accounting and recordkeeping systems.

Valid California Driver License at time of appointment.

How to Apply

Applicants must complete a NCFPD application. Applications can be found at the District's website at www.northcentralfire.org.

Certified applicants will be required to:

- Successfully pass an interview
- Complete Personal History Statement and successfully pass a background investigation