



NORTH CENTRAL FIRE PROTECTION DISTRICT JOB ANNOUNCEMENT

Job Title: Senior Account Clerk

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

Salary: \$3,708 to \$4,108

Deadline to Apply: Applications will be accepted until the position is filled. 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 June 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 Senior Account Clerk. Under general supervision, the Senior Account Clerk performs a wide variety of complex accounting clerical work. The Senior Account Clerk will assist the Principal Account Clerk with most of his/her work which includes District payroll, payables, receivables and maintenance of all accounting records. The Senior Account Clerk will at times be the backup to the Principal Account Clerk.

Duties responsible for, but not limited to the following:

- Prepare District payroll documents including but not limited to compiling information from attendance reports, calculating pay and overtime
- Prepare District's accounts payable invoices
- Will backup Principal Account Clerk to process District payroll and accounts payable
- Performs filing and recordkeeping of payroll and financial records
- Opens and distributes mail daily

- Assist all administrative staff and Fire Prevention Division when needed with clerical tasks
- Assist Executive Assistant with Human Resources filing and recordkeeping
- Assist Business Manager in assembling District Board meeting packets
- All other related duties

The Senior 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 contribution is 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

Work experience in a position with 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