



# GRAHAM FIRE & RESCUE

PIERCE COUNTY FIRE PROTECTION DISTRICT 21

## Accounting Specialist – Payroll Recruitment

### The District

Pierce County Fire District #21, also known as Graham Fire & Rescue, is a junior taxing district of the State of Washington, serving 70 square miles of southern unincorporated Pierce County.



With fabulous views of Mount Rainier and just

minutes away from the Puget Sound, Graham is located on the fringes of Tacoma and Puyallup with a suburban northern end and a very rural southern end.

Founded in 1962, the District first operated out of the old bus garage at Kapowsin High School. In 1963, a new station was built just north of the railroad tracks on Meridian in Graham over the site of Benson's Hardware Store. Today, the District operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 17 responders.

Graham Fire & Rescue is a combination department comprised of 5 Fire Commissioners, the Fire Chief, 1 Deputy Chief, 3 Administrative Chiefs, 92 career firefighters and firefighter/paramedics, 16 volunteer firefighters, 8 support volunteers, 12 Administrative Support, Education, Facilities and Fleet personnel. Career firefighters and most volunteers are assigned to three shifts working a 24 hour Modified Detroit schedule.

In 2019, the District responded to 7323 calls for service. Calls for service include fire, rescue and medical aid, hazardous materials and water rescue response as well as paramedic transports to area hospitals.



### Accounting Specialist - Payroll

The Accounting Specialist (Payroll Specialist) is a full-time, salaried, FLSA overtime eligible, non-represented position.

Under direction of the District Secretary, this position is accountable to calculate, balance and process full-cycle payroll. This includes compiling time entries to produce employee pay, distributing payroll payments, reconciling employee deductions to benefit vendor invoices, and producing payment to benefit vendors. This position is also responsible to provide coverage for the Headquarters Office reception desk and switchboard.

The following are critical duties of the position:

- Maintain the integrity of employee data, wages, accruals, benefits and information



Contained in software programs used.

- Ensure proper calculation of employee paychecks based on information received including gross pay, taxes, mandatory and voluntary deductions, and net pay.
- Understand federal and multi-state tax laws, remit funds to the proper taxing authorities, prepare and file quarterly and annual federal and state reports.
- Understand and properly record and post all deductions and remit funds to the corresponding agencies.
- Initiate ACH transfers of direct deposit payments and paychecks.
- Reconcile benefit invoices to enrollment records, employer expense accounts, and amounts withheld from employees.
- Reconcile payroll expense and liability accounts, identify anomalies, and propose correcting entries.
- Develop, maintain, monitor, and revise the formal documented processes in the payroll processing cycle.
- Assist in developing work-papers in conjunction with annual audit processes.
- Assist in ensuring new and current software is implemented correctly, updated regularly, and tested thoroughly before utilizing in day to day operations.
- Perform other financial accounting functions; including preparing accounting forms for Board approval.
- Serve as backup for other finance-related functions and serve as backup to reception duties.
- Deliver excellent, professional customer service to internal and external customers.



## Candidate Attributes

Knowledge, Skills and Abilities important for success:

- A working knowledge of BARS cash accounting, budgeting and general accounting procedures.
- A working knowledge of municipal payroll, budgeting, tax and general accounting/ payroll procedures. Organization, functions and activities of a fire department or emergency management agency, preferred.
- A professional understanding of confidentiality is required due to the sensitive nature of certain communications with the organization.
- Strong mathematical and analytical skills. Proficient in math and account analysis for debit/credit and correcting entries.
- Excellent oral and written communication skills with the ability to communicate effectively with various audiences and compose and/or edit general correspondence.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with co-workers, line and command staff, Fire Commissioners, various agency representatives and the general public.
- Proficient in operating a PC and software programs used by the Fire District especially Excel, Word, Outlook and **preferably** BIAS accounting software.
- Principles, practices, methods and techniques of general office and clerical functions including ten-key.



## Qualifications

The ideal candidate for this position will possess:

- The required high school diploma or G.E.D., and an accredited college degree with a course emphasis in finance or accounting preferred.
- A minimum of 5 years of experience in municipal accounting, experience processing full-cycle payroll subject to a collective bargaining agreement. Minimum of 2 years' experience in public sector payroll, or an **equivalent combination of education and experience as a payroll specialist.**
- Must have 2 years of experience with BARS cash accounting.
- Knowledge of BIAS financial software.
- Must have a valid Driver's License with the ability to obtain a Washington State Driver's license once employed.
- Must be able to successfully pass extensive background check.
- Ability to read and write the English language.



### **Mission, Vision and Values**

#### **Mission Statement**

"Serving Our Community: Professional, Accountable, Caring"

#### **Our Vision**

Exceed customers' expectations. Provide personnel with the necessary support, encouragement, skills, and tools for safe and effective job performance.

Operate in the most efficient and fiscally responsible manner possible within available resources. Provide a healthy, happy, empowered, enthusiastic workplace free of harassment and discrimination. Be recognized as an outstanding resource to the community to enhance the quality of life. Foster a management/labor/volunteer/community partnership.

#### **Our Values**

Doing the "right thing" through trust, respect, integrity, commitment, and ethical professional service.

## **Pierce County Fire District #21 – Accounting Specialist - Payroll**

Pay Range: \$ 4,681.30 - 5,851.63 monthly

*Starting wage is dependent upon experience and qualifications. The District also includes an excellent benefits package: PERS retirement, HRA VEBA, Deferred Compensation, full health insurance, & paid leave.*

Please submit a signed and completed application, resume and all relevant supporting documentation **no later than March 27<sup>th</sup>, 2020 at 5:00pm.** Incomplete applications will not be considered.

Application materials must be sent electronically, with return receipt request to: [avandenkooy@grahamfire.org](mailto:avandenkooy@grahamfire.org)

For instructions on how to send a return receipt [click here](#)