



Superstition Fire & Medical District

Job Description

Job Title:	Account Clerk Specialist	Department:	Administration
Salary Range:	[22] \$36,040.89 - \$48,298.24	FLSA Class:	Non-Exempt

Position Summary:

This requires moderately difficult accounting work involving the application of bookkeeping principles and payroll practices. This position has responsibility in accounts payable and receivable, maintenance of financial records, purchase requisition/order processing, and payroll for Superstition Fire & Medical District. The position requires considerable attention to a variety of detail and complex calculations and recordation. Work in this position requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. General supervision is received from department supervisory personnel as assigned.

Principle Duties and Responsibilities:

Essential Functions

- Performs one or more accounting operations such as maintaining multiple account registers, various ledgers and journals ensuring transactions are accurate, consistent, and conform to procedures.
- Complies with the rules, policies, and procedures as set forth by the District.
- Processes accounts payable.
- Verifies all purchase requisitions/orders have approval signatures.
- Prepares purchase requisitions/orders for regular monthly utility invoices, (e.g., electric, telephone, fuel, etc.).
- Matches packing slips with invoices and purchase orders.
- Sets up new vendors in Accounts Payable Accounting System, sends an I.R.S. W-9 to new vendors, maintains files, and updates *Visions* records.
- Creates a payables voucher with invoices to be paid and gives to supervisor for payment approval.

- Issues accounts payable checks, makes copies of checks for files, matches invoices to checks, stuffs checks for mailing, stamps all paid invoices with “date paid,” invoices.
- Process and issue 1099’s at calendar year end.
- Maintains current vendor paid files.
- Reviews monthly vendor statements for accuracy of payments applied and amounts due.
- Prepares vendor credit applications.
- Maintains internal travel folder and tracks reporting compliance.
- Performs daily back-up of computer files.
- Performs data processing functions, including creating Excel spreadsheets and word processing.
- Assists in the processing Accounts Receivable (including Wildland Billings).
- Assists in the processing of bi-weekly payroll.
- Assists with the processing and filing of payroll related quarterly and annual reports.
- Assists in maintenance of fixed assets program.
- Processes Payroll and Accounts Receivable (including Wildland Billings); may act in the capacity of Account Clerk Specialist, Grade 7.
- Prepares and phones in all payroll taxes.
- Processes payroll related reports (941’s, Arizona Quarterly, State Compensation Fund, FUTA, W-2’s) on quarterly and annual basis as needed.
- Makes all payments (e.g., PSPRS, ASRS, United Way, Garnishments, Deferred Compensation, Union Dues, etc.).
- Files all payroll reports.
- Maintains up-to-date payroll files on all active employees.
- Prepares periodic financial reports.
- Serves as custodian of petty cash.
- Maintains Fixed Assets list and depreciation on monthly basis.
- Performs general ledger accounting functions, (journal entries, postings, reports etc.).
- Prepares bank deposits and reconciles cash receipts journal.
- Processes and files Arizona Department of Revenue Use Tax Return (TPT-1).

Knowledge, Skills and Abilities

- Knowledge of SFMD policies and procedures.
- Knowledge of SFMD operations, organizations, procedures and policies.
- Knowledge of principles of effective communication including public speaking and report writing.
- Skill in closely following written and verbal instructions.
- Skill in communicating effectively verbally and in writing.
- Skill in providing effective customer service.
- Skill in maintaining confidentiality and handling discrete and sensitive issues.
- Skill in operating and maintaining a variety of office equipment.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.

- Ability to demonstrate a positive and productive attitude and work ethic while adhering to the SFMD Code of Conduct and the Declaration of Ideals.
- Ability to use independent judgment in the exercise of daily responsibilities.
- Ability to maintain confidentiality.
- Ability to work effectively under deadlines, handling diverse schedules and prioritizing work.
- Ability to maintain detailed and accurate records.
- Ability to analyze and evaluate administrative needs, identify problems, and develop feasible solutions.
- Ability to use personal computer with strong command of Microsoft Word, Excel, Access, PowerPoint, Microsoft Windows and Outlook skills.
- Data processing and accounting.
- Proper business English, spelling, grammar, and punctuation.
- Basic arithmetic such as addition, subtraction, multiplication, and division.
- Office practices, procedures, and equipment operations.
- Operation of 10-key calculator, typewriter, personal computer and accounting software in an automated accounting system environment.
- Make arithmetic computations accurately.
- Communicate problems encountered in routine work to immediate supervisor to obtain problem resolution.
- Utilize spreadsheet and word processing software.
- Use a typewriter to complete standard forms and to operate a computer terminal.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

Minimum Required Qualifications

- High School diploma or GED equivalency; and
- A minimum of one (1) year experience in Accounts payables and some experience with payroll processing and reporting; or
- Associates Degree from an accredited college or university recognized by the U.S. Department of Education in Accounting or other related field; and
- A minimum of two (2) years' experience in payroll processing and reporting; and
- A minimum of one (1) year experience in accounts payables and receivable; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Preferred Qualifications

- Bachelor's degree in business, finance, or related field from an accredited college or university.
- Some experience in Microsoft Office 2003 would be helpful.
- Proven good telephone and customer service skills.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Arizona State Retirement System
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.