

BIG BEAR FIRE DEPARTMENT

ACCOUNTING TECHNICIAN

JOB OPPORTUNITY

\$29.26 - \$36.54 per hour

See Attached Job Description

The Big Bear Fire Department is recruiting for the classification of a full-time Accounting Technician. This position is assigned a 4/10 work week working Monday–Thursday, 7:00 a.m.–5:30p.m. Under the general direction and supervision of the Director of Business Services, the Accounting Technician provides support services to internal and external customers as well as outside vendors and also performs other related duties as required.

Salary and Benefits:

The Accounting Technician salary begins at \$29.26 per hour (\$60,866 per year along with fully covered health, vision, and dental insurance). Satisfactory or better annual evaluations will allow the Accounting Technician to advance up to \$36.54 per hour (\$76,013 per year).

Minimum Requirements for Accounting Technician:

- Must submit a Big Bear Fire Department application
- Must provide proof of age of at least 18 years or older
- Must provide, possess, and maintain a valid Class “C” State of California Driver License
- Must provide a high school diploma or equivalent.
- Any combination of education, training, and/or experience that provides necessary skills may be considered.

Application Process:

A Big Bear Fire Department application must be submitted along with copies of all certifications required. A résumé is optional. Application forms are available online at www.bigbearfire.org, or in the front office of the Fire Administration during normal business hours, 41090 Big Bear Blvd./PO Box 2830, Big Bear Lake, CA 92315. Applications are to be submitted, time and date stamped, to Diane Doyle, Human Resources Coordinator, before May 10, 2024. You may email your application and resume to ddoyle@bigbearfire.org. The position will remain open until filled.

This announcement is a general notification of a job opportunity at the Big Bear Fire Authority and is informational only. It is not an offer to contract or an offer of employment. The Authority reserves the right, at any time and in its sole and absolute discretion and without notice, to add to, delete, or otherwise modify any of the terms set forth in this announcement, including, but not limited to, the qualifications for the position, the testing and selection process and standards, and the wages and benefits associated with the position.

*The Big Bear Fire Authority Is an Equal Opportunity Employer
Issue Date – April 22, 2024*