

BIG BEAR FIRE AUTHORITY
Job Description

TITLE: Accounting Technician
DEPARTMENT: Administration
FLSA CATEGORY: Nonexempt
REPORTS TO: Director of Business Services
APPROVED BY: Board of Directors
APPROVED DATE: June 5, 2018

SUMMARY

The position works under the supervision of the Director of Business Services and provides support services to customers and vendors within the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accounts Payable and process vendor payments.
- Processes and records ambulance membership payments, maintains database.
- Receive and process payments.
- Support work to the Administrative office as assigned, to include front counter coverage, phone coverage, and processing requests from the Fire Chief and Director of Business Services.
- Respond to customer questions and complaints, either by phone, in writing, or in person concerning Fire Authority operations.
- Support work to the grant programs as assigned, to include tracking, recording, reporting, and reconciliation of specific grants.
- Operate office machines including computers, printers, typewriters, copiers, calculators, stuffing and folding machine, and postage machine.
- Attend conferences, meetings, and/or seminars.
- Operate motor vehicles while performing certain assigned duties.
- Perform other duties as assigned.
- Is on time and works at work locations during scheduled hours.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- English usage, spelling, grammar, and punctuation.

- Effectively utilize a personal computer, peripherals, word-processing, and Excel programs.
- Proper work safety standards.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write correspondence in English.
- Effectively present information in one-on-one and group situations to customers and other employees of the organization.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, District rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

Unless required by law, the Fire Chief or his/her designee may substitute experience and education for each other upon approval.

Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses, and/or certificates is acceptable. Knowledge of office machines, computers and digital software is required for this position. Two years of experience working in an administrative capacity for the public sector preferred.

- A high school diploma or equivalent is required.
- An Associate Degree in Public Administration preferred.

CERTIFICATES/LICENSES/REGISTRATION

Possession of a valid California Class C Driver License is required. Continued maintenance of a valid driver's license, insurability, and compliance with established Authority vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use wrists; use

hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works at elevations of 6,700+ feet and is occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate.