



JOB ANNOUNCEMENT

District Accounting Manager (Part-Time Hourly)

VALLEY CENTER FIRE PROTECTION DISTRICT



The Valley Center Fire Protection District invites applicants for the position of District Accounting Manager. Please email a completed application, resume and proof of qualifications to amy@vcfpd.org or mail to the Valley Center Fire Protection District, 28234 Lilac Road, Valley Center, CA 92082.

The Valley Center Fire District has an immediate opening and will keep this application process open until the position is filled.

COMPENSATION AND BENEFITS:

- Job Status: Part-Time – 20 hours per week schedule, Monday to Thursday
- Compensation (hourly): \$25.00 to \$30.00
- Sick Leave (1 hour for every 30 hours worked to maximum accrual of 40 hours)
- Deferred Compensation (457b) Program - Employee Contribution

**Annual Compensation above includes mandated pay and sick leave in accordance with FLSA and the State of California*

DESCRIPTION:

The Valley Center Fire Protection District is seeking an Accounting Manager who will report directly and be responsible to the District Fire Chief. The Accounting Manager shall supervise, track and evaluate day-to-day activities of the Fire Administration, Finance Division of the Fire District. Accounting Manager responsibilities include developing and implementing systems for collecting, analyzing, verifying and reporting information. The Accounting Manager will develop, document and maintain accounting office procedures consistent with Generally Accepted Accounting Practices (GAAP) specific to California Special Districts and Government agency accounting including accounting for tax apportionment revenue, mitigation revenue, and any Fire District Fees established by resolution or ordinance. The Accounting Manager will reconcile bank statements, reconcile the District's San Diego County Tax Apportionment and Mitigation accounts and take the lead role in the state required third party independent annual accounting audit. The Accounting Manager will work to accomplish the accounting mission in keeping with the California Health and Safety Code, Government Code and the core values of the District as stated in the District's Policies and Procedures Manual.

ESSENTIAL FUNCTIONS:

Manage and oversee the daily operations of the Fire Administration, Finance Division including: month, quarter, and year-end; process accounts payable/receivable, cash receipts general ledger, payroll and utilities, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check processing, fixed asset activity, and debt management. Interact with external auditors on annual audits including preparation of journal entries, work papers, and schedules. Produce and review financial statements and informational tax apportionment reports prior to the presentation to the Board of Directors.

EXAMPLE OF DUTIES:

- Maintain accounts payable/receivable
- Maintain cash receipts and credit card statements
- Maintain the general ledger
- Perform tax revenue and expenditure variance analysis
- Perform fee revenue and expenditure forecasting (monthly, quarterly and annual)
- Perform capital assets depreciation and reconciliations
- Perform bank, district tax apportionment and mitigation accounts statement reconciliations
- Perform payroll and employee benefit processing
- Perform invoicing for accounts receivable
- Process checks and auto payment schedules for accounts payable.
- Account for debt activity
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and utilize proper accounting methods, policies and principles
- Provide recommendations to improve systems, processes and procedures
- Develop transition plans to implement changes to systems, processes and procedures approved by the Fire Chief and the Board Treasurer.
- Supervise, provide data for and coordinate annual third-party financial audit
- Develop and execute audit corrective actions approved by the Fire Chief, Board Treasurer and the Board of Directors.
- Assign projects and direct staff to ensure compliance and accuracy
- Improve systems and procedures and initiate corrective actions when needed and/or directed
- Meet financial accounting objectives establish and maintain fiscal files and records to document transactions
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- Meet financial accounting objectives set by the Fire Chief, Treasurer, and the Board of Directors.

PHYSICAL CHARACTERISTICS:

While performing the duties of this job, the employee will work in an office setting, on a computer at a desk with a phone, internet connection and manual filing system. Reasonable physical accommodations will be made, if necessary, as stipulated in the Americans with Disabilities Act.

OTHER CHARACTERISTICS:

Must be willing and have the ability to work such hours that are necessary to accomplish the job requirements which could be a 10-hour work period. The District Account Manager may be required to attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days while being compensated by the district for regular business hours. The District Account Manager must work harmoniously with peers, subordinates and superiors, wear appropriate office attire, report for work on time, to the assigned schedule on a consistent basis and maintain an acceptable attendance record in accordance with District policy.

MINIMUM QUALIFICATIONS:

- Knowledge of District Accounting Manager duties in accordance with District standards; operations, policies and procedures relating to the responsibilities of the Accounting Manager
- Operate a District vehicle to district policies and procedures
- Knowledge of bookkeeping and accounting principles (GAAP), practices, standards, and regulations specific to accounting
- Knowledge of internal controls for government organizations
- Knowledge of government agencies accounting and tax schematics

Education:

- Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate
- One year college or vocational coursework in accounting, business or related area or equivalent experience required
- Ideal Candidate: BS/BA degree in Accounting or Finance, CPA, or equivalent
- Intuit Certified QuickBooks User certification required
- Ideal Candidate: BS/BA degree in Accounting or Finance, CPA, or equivalent

Experience:

- Minimum: 3 years' work experience in the area of accounting / bookkeeping
- Minimum: 3 years of customer service experience
- Ideal Candidate: 3 years' work experience in government accounting/bookkeeping
- Advanced computer skills on MS Office including Excel, Word, and PowerPoint
- Advanced computer skills including QuickBooks (including Class Tracking) and Asset Keeper
- Ability to provide detailed written and verbal reports including statistics, graphs and charts.

Driver's License:

- Possession of a valid Class C California Driver's License