



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

POSITION DESCRIPTION

Position: Finance Administration Assistant

Classification: Regular Employee
Full Time, Permanent
Non-management, Non-exempt

Supervisor: Reports to Finance Manager

Compensation: TBD

Definition: Position is responsible for providing financial, administrative and clerical support in order to ensure effective, efficient and accurate financial and administrative operations. The position must comply with generally accepted accounting principles and NCCFD policies and procedures.

Job Responsibilities:

Accounts Payable: Perform all functions associated with paying vendors for services and goods received, according to district standard operating procedures, purchasing policies and generally accepted accounting principles. Duties include, but are not limited to:

- Receive source documents from various sources; purchase orders, receivers & vendor invoices.
- Prepare payment package by verifying the purchase order to receivers to invoices.
- Submit payment package for approvals by chiefs and finance manager.
- Enter payment requests into County Fin Plus system.
- Submit batch to chiefs and finance manager for final approval.
- Submit approved batch to county via fax.
- Match checks and vouchers to payment packages.
- Mail checks as necessary.
- Enter payments in district accounting system.
- Maintain associated filing.

Payroll: Perform various functions associated with paying employees according to district standard operating procedures, generally accepted accounting principles and labor law, both state and federal. Duties include, but are not limited to:

- Upon timesheet verification by operational support, finance assistant will proceed with the payroll processing.
- Enter net paycheck information into the County Fin Plus system.
- Enter other various check requests associated with payroll, including, but not limited to: taxes, CalPERS and insurances.
- Distribute pay checks and pay stubs. Send various payroll related payments.
- Prepare quarterly payroll tax returns for both state and federal entities.
- Prepare annual W-2's.
- Address payroll inquiries as needed.
- Maintain associated filing.

Accounts Receivable: Perform all functions associated with tracking invoicing according to district standard operating procedures and generally accepted accounting principles.

- Maintain accounts receivable by processing invoices received and applying cash receipts.
- Prepared weekly deposits.
- Process deposits into the County system. Deliver deposits to County.
- Enter deposits in district accounting system.
- Prepare monthly accounts receivable report.
- Collection activity as necessary on delinquent invoices.
- Maintain associated filing.

Miscellaneous Reporting: Prepare and distribute requested report, as indicated, but not limited to:

- Check history report – monthly.
- Credit card transaction report – monthly.
- Payroll comparison report – per pay period.
- Utility comparison report – when bill paid.
- Fund comparison report – monthly.

Office Support: includes, but not limited to:

- Telephone support
- Burn permits
- Calculate and collect AB1600 fees
- Counter support

Qualifications

Experience: Five years' experience as a finance assistant, preferably in a governmental accounting environment.

Knowledge and Abilities:

- Computer literate, including working knowledge of Microsoft Office and account software.
- Effective written and verbal communication skills.
- Ability to be proactive rather than reactive under pressure.
- Ability to work calmly and effectively under pressure.
- Ability to meet deadlines.
- Ability to work individually, as well as with a team.
- Ability to adapt.
- Ability to work independently and be a self-starter
- Knowledge of accounting, budgeting, public administration, pertinent laws/codes/regulations and time/project management, as it relates to this position.

Other Requirements:

- 18 years of age.
- High school diploma or equivalent.
- Strong work ethic
- Maintain attendance and work overtime when needed.
- Self-confident and creative.
- Class C California Driver's License

Desirable Qualifications:

- Experience in a public agency setting
- Experience in a large organization.