



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

Finance Specialist I

Starting Wage \$20.95/hr

Plus Excellent Benefits Package

Position: Finance Specialist I	FLSA: Non-Exempt
Reports To: Finance Director	Status: Full-Time
Supervises: None	Safety Sensitive: Yes

Primary Function:

Works under direct supervision to perform a wide variety of accounting related activities for the District. This position requires the ability to multi-task, excellent attention to detail, strong organizational and analytical skills, and strong interpersonal communication skills. Provides customer service to internal and external customers of the District regarding finance related matters. Principal duties and responsibilities include Accounts Receivable, Accounts Payable, Cash Reconciliation, and General Ledger Reconciliation. Also serves as back-up to the Finance Specialist II.

Minimum Qualifications:

- High School Diploma or GED
- Associates Degree in Accounting, Finance, or related field from an accredited college or university recognized by the U.S. Department of Education.

AND

Two (2) years' work experience in accounts payable, accounts receivable, payroll, and general ledger

OR

An equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

- Advanced computer skills utilizing Microsoft Office Suite.
- Must possess and maintain a valid Arizona Driver's License with good driving record.

Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, or related field from an accredited college or university recognized by the U.S. Department of Education.
- Governmental Fund Accounting experience.
- Experience using HR and Payroll Information System(s).
- Experience utilizing a time and attendance keeping system.
- Experience using (Abila) Sage MIP Fund Accounting software

Safety Sensitive: This job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

Apply by clicking [HERE](#)

Open Until Filled

Selection process may consist of: Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.



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Candidate Notification: *All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. In case we need to reach you by phone, please ensure your voicemail is set-up and not full.*

Benefits for this position: We have an amazing benefits package, our benefits package is worth approximately 35% of your salary! Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

But, the best benefit of all is our people! We have amazing team members and enjoy spending time together. What better way to spend your working hours that with people you enjoy.

Preference Points defined: The District will apply civil service preference points for veterans pursuant to ARS §38-492.

Reasonable Accommodation Request: Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6.

Golder Ranch Fire District is a Drug and Tobacco-Free Workplace, and an Equal Opportunity Employer