



**EASTSIDE FIRE & RESCUE
ISSAQUAH, WASHINGTON
EMPLOYMENT OPPORTUNITY**

Position: **General Ledger ACCOUNTANT**
This is a union represented position.

2019 Salary: \$6,831.46 - \$7,763.03/month D.O.E.

Closes: Open until filled.
First application review: July 29, 2019 at noon.

Position Description/Qualifications: See job description attached.

Benefits: Eastside Fire & Rescue provides employees with excellent benefits including, but not limited to: membership into the Public Employees Retirement System (PERS), medical, vision, and dental insurance for employees and dependents, employer funded VEBA account (health reimbursement account), employer contribution to 457 deferred compensation retirement plan (no employee match required), vacation leave, education incentive, tuition assistance, short term disability, and eleven paid holidays plus two additional personal holidays per year.

Employees are on probation the first 12 months of employment.

Union Membership: Applicant hired may choose to become a member of Local 2878 of the International Association of Firefighters.

Application Location: Application packets can be obtained online at www.eastsidefire-rescue.org. Completed packets may be submitted via email to humanresources@esf-r.org, or dropped off / mailed to:
Eastside Fire & Rescue
Human Resources
175 Newport Way NW
Issaquah, WA 98027

Application Requirements: Candidates are required to submit the following to be considered:

- Employment application
- Structured resume with cover letter
- Complete driver's abstract
- Photocopy of college diploma (desired), or proof of qualifying education and experience
- Photocopy of valid driver's license

Assessments: Qualified applicants will be invited to participate in a written exam. Candidates with the top scores will then be invited to a panel interview. The process also includes a thorough background screening, psychological evaluation, medical-physical examination, and drug screening.

Eastside Fire & Rescue Information: Eastside Fire & Rescue proudly serves the communities of Issaquah, North Bend, Sammamish and Fire Districts 10 and 38, which includes Carnation and areas of unincorporated King County. Eastside Fire & Rescue employs over 140 full time career personnel and approximately 60 volunteers. Please go to www.eastsidefire-rescue.org for more information.

A no-smoking policy applies to all Eastside Fire & Rescue facilities.

Eastside Fire & Rescue is an Equal Opportunity Employer.

Eastside Fire & Rescue Job Description

Position Title: **General Ledger Accountant**
Reports To: **Budget Finance Analyst**
Revised: **July 8, 2019**

Department: **Finance**
FLSA Status: **Non-Exempt**

General Summary: The General Ledger (GL) Accountant works at the direction of the Budget Finance Analyst and is responsible for maintaining the general ledger and other accounting functions. The position provides accounting support to the Budget Finance Analyst, Finance division, administrative staff, and Agency personnel. The position reports to and is evaluated by the Budget Finance Analyst and is responsible for the completion of all assigned tasks in a confidential and effective manner. This position works with minimal supervision, prioritizes and plans own work schedule, meets critical deadlines, and is expected to complete daily work without instructions and/or guidelines.

Essential Job Functions:

1. Performs a wide array of moderately complex accounting activities requiring a good grasp of accounting operations and procedures. With a focus on daily and monthly operations, prepares, maintains, balances and posts financial data as it pertains to the general ledger. Researches and prepares other financial, budget and audit information and reports as scheduled and requested in a timely manner.
2. The GL Accountant must recognize aspects of the job are confidential in nature. Dealings with confidential material and/or inquires shall be kept in confidence by the employee.
3. Applies general knowledge of financial, analytical, clerical, and administrative matters to independently perform regular and recurring activities requiring considerable knowledge of the functions, procedures, and purpose of the area to which assigned.
4. Performs complex assignments in specialized functions. Develops and organizes workflow within the assigned project and provides written document on procedures and processes as needed.
5. Reviews all payroll work for accuracy and may perform payroll duties when needed/necessary.
6. Assists in the preparation of annual financial statements for filing with State Auditor's Office (SAO) to assure conformance with GAAP, Washington State BARS and adherence to the Governmental Accounting Standards Board (GASB) Statements as they apply.
7. Ensure public works, capital expenditure and equipment replacement projects and documentation conform with Local, State and Federal law.
8. Pays all required State and Federal taxes to maintain compliance with all governing authorities.

9. Manages agency wide corporate credit cards including issuance/reissuance of new, lost, stolen or damaged cards as well as researching and handling fraud claims/concerns as they arise.
10. Uses experience and skills to provide input, advice and consultation to Finance department in a team-centered, problem-solving environment as needed.

Knowledge, Skills, and Abilities:

1. Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
2. Requires ability to manage public works projects through understanding the requirements regarding Washington State Prevailing Wage Law as it involves: Intents and affidavits – Rights of workers – Responsibilities of the agency, awarded contractor and their sub-contractors – Bids and contracts – Retainage/bond held until completion.
3. Requires arithmetic ability to accurately calculate decimals and percentages.
4. Communicates effectively, both verbally and in writing; ability to follow verbal and written instructions.
5. Operates standard office equipment; proficiency in Microsoft Office programs, accounting and timekeeping software, including the ability to assist others on same.
6. Works well under pressure, meeting deadlines, with frequent interruptions.
7. Serves the public in a manner conducive to positive customer relations in situations which may be stressful.
8. Establishes and maintains effective working relationships with supervisor, other employees both within and external to the Agency, and the public in general.
9. Requires working knowledge of current GASB standards and SAO BARS.
10. Requires knowledge of record keeping in accordance with RCWs, WACs, and Agency policies; knowledge of applicable federal/state laws/regulations of financial reporting methods.
11. Develops and monitors work procedures.
12. Maintains professional judgment, ability to problem solve and composure during stressful situations.

Education and Experience:

- Requires a four-year (Bachelor) degree in Accounting or a directly related field, and at least three years of progressively responsible governmental fiscal management experience, OR, a combination of education and experience providing the desired knowledge, skills, and abilities required to perform the job.
- Experience in auditing, cash management, GASB standards, federal/state financial compliance and reporting requirements.
- Required to obtain and maintain a valid Washington State driver's license and a good driving record as identified in Agency policy.

Physical Requirements:

- Must be able to read a computer screen, and various reports, letters, documents, and training materials.
- Must be able to drive personal and Agency vehicles.

- Must be able to frequently communicate, hear, express oneself, convey, converse, and exchange information with others.
- Must be able to remain in a stationary position for long periods.
- Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
- Frequently ascends/descends stairs; occasionally positions self to reach high/low work spaces; occasionally kneels; seldom stoops, crouches, or crawls.
- Must be able to move, transport, and/or position, material up to 25 pounds.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Constantly works in an indoor office setting; seldom works in outdoor weather conditions.
- Must successfully pass the Agency's pre-hire background check, medical physical to include a drug screen, and psychological testing.

Working Conditions: Normally works a 40-hour week. The normal work week is defined in a separate Collective Bargaining Agreement. The work schedule may be adjusted to meet the needs of the Agency. Work may require evening, weekend, and holiday duty. Most work performed in an office environment, including various meetings and conferences. Standard office equipment is utilized.

Emergency/Alternate Work Schedule: To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule/location in the case of an emergency (i.e., epidemic, severe weather conditions, or other emergency situations).

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp # _____

WORK HISTORY: *This section must be complete for your application to be considered. Begin with your present or most recent employment and include periods of self-employment and U.S. military service. Attach extra pages if necessary in order to list your work experience for the last 10 years.*

EMPLOYER'S NAME:		POSITION:	
CITY AND STATE:		STARTING SALARY:	LAST SALARY:
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Number of employees supervised by you:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

EMPLOYER'S NAME:		POSITION:	
CITY AND STATE:		STARTING SALARY:	LAST SALARY:
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Number of employees supervised by you:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

EMPLOYER'S NAME:		POSITION:	
CITY AND STATE:		STARTING SALARY:	LAST SALARY:
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Number of employees supervised by you:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

REFERENCES (Please list people and/or supervisors who can evaluate your work performance.)

NAME

WORK RELATIONSHIP TO YOU

PHONE

Lateral Position:

This section left blank intentionally.

Veterans' Scoring Criteria:

Per RCW 41.04.010, veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

AGREEMENT, CERTIFICATION, AND AUTHORIZATION

I hereby certify, under penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and the information given is true and complete to the best of my knowledge and belief. I understand that knowingly providing false information on this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. _____(Initial Here)

I authorize Eastside Fire & Rescue to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application under the provisions found in RCW 4.24.730. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Eastside Fire & Rescue from any and all liability arising out of disclosure or failure to disclose information regarding me and my work history in response to a reference check. _____(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a consumer report from a consumer reporting agency and may use that consumer report for employment purposes. Under federal law, a "consumer report" includes "any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a fact or in establishing the consumer's eligibility for...employment purposes..." 15 U.S.C. §1681 a(d). The term "employment purposes," when used in connection with a consumer report, means "a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee." 15 U.S.C. §1681 a (f). Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of my rights under the Fair Credit Reporting Act. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a consumer report to be used for employment purposes. _____(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a credit report (job-related positions only) and may use that credit report for employment purposes. Before any adverse action is taken, based in whole or in part on the information contained in the credit report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and an opportunity to respond. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a credit report to be used for employment purposes _____(Initial Here)

In the event of employment, I will be required to abide by all Eastside Fire & Rescue policies, rules & regulations. I understand this application is not intended to be a contract for employment and that Eastside Fire & Rescue reserves the right to make changes in conditions and benefits of employment. I further agree if Eastside Fire & Rescue advances any paid leave before it has been accrued, or advances any money during the course of my employment, Eastside Fire & Rescue is authorized to deduct from my wages sufficient funds to repay such advances. _____(Initial Here)

I agree if I lose, damage, or fail to return any Eastside Fire & Rescue property at the time of my separation of employment, Eastside Fire & Rescue is authorized to deduct from my final paycheck the cost of such property. _____(Initial Here)

I certify I am not engaged in any outside activity or business that could be considered in conflict with Eastside Fire & Rescue's interest, nor will I become engaged in such activity or business if employed. _____(Initial Here)

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed and/or tested. Additionally, I give permission for Eastside Fire & Rescue to contact references, and request information related to educational background, employment history, and special licenses or training. _____(Initial Here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Eastside Fire & Rescue. _____(Initial Here)

I consent to drug testing as may be requested by Eastside Fire & Rescue's representatives. _____(Initial Here)

I acknowledge Eastside Fire & Rescue is an equal opportunity employer. _____(Initial Here)

SIGNATURE OF APPLICANT (REQUIRED)

DATE