



SNOHOMISH REGIONAL FIRE & RESCUE



## Accounts Receivable/Payable Specialist Position Announcement Job #2024-17

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| <b>OPENING DATE:</b>    | Tuesday, October 29, 2024                                 |
| <b>CLOSING DATE:</b>    | Sunday, November 17, 2024, @ 11:59pm (PDT)                |
| <b>EMPLOYMENT TYPE:</b> | Regular, Full-Time, Non-Exempt                            |
| <b>BASE SALARY:</b>     | \$5,207 - \$6,572/mo. DOE & an excellent benefits package |
| <b>WORK LOCATION:</b>   | Administration Building- Monroe, WA                       |
| <b>BARGAINING UNIT:</b> | Teamsters Union Local No. 38                              |

### POSITION RESPONSIBILITIES:

The Accounts Receivable/Payable (AR/AP) Specialist position is responsible for accurate, efficient, and timely processing and management of assigned accounts receivable and/or accounts payable in accordance with District policy, and state and federal guidelines, rules and regulations.

Incumbents are responsible for administering the full cycle of work for their assigned workload in consideration of established deadlines, protocols and procedures (internal and external).

### ESSENTIAL FUNCTIONS:

- Receives, processes, manages, and files the District's receivables, payables and vouchers as assigned (e.g., contracts, wildland, MVC, unprotected land, hazmat, illegal burn, special events, shop, etc.)
- Manages collections and/or financial assistance matters and submits transport billings Reports applicable taxes (e.g. 1099, use tax, unclaimed property, etc.)
- Ensures adherence to the State of WA BARS Chart of Accounts and other applicable laws, regulations and/or codes
- Applies specific knowledge of District policies and procedures in order to organize and coordinate work
- Acts as a liaison between other divisions, agencies or the general public as needed to manage workflow and meet deadlines
- Creates, edits and processes documents and/or other communications related to receivables and/or payables
- Develops, updates, maintains and retrieves data from spreadsheets, database programs and/or other sources
- Establishes, maintains and updates files, records, accounts and other information Completes processes and/or transactions involving multiple steps
- Monitors, tracks, audits and reconciles account receivables and account payables as assigned Prepares and delivers bank deposits as assigned
- Assists with or manages additional programs as assigned (e.g. Record Archiving & Management, Public Disclosure Management, etc.)
- Perform backup to Administrative Assistant functions as needed

### KNOWLEDGE OF AND SKILLS IN:

- Knowledge of office practices, methods and procedures
- Knowledge of pertinent federal, state and local laws, codes, regulations and statutes



**KNOWLEDGE OF AND SKILLS IN (Continued):**

- Knowledge and skill in using a variety of MS Office products; including proficiency in Word and Excel
- Knowledge of and skills in mathematics
- Knowledge of business correspondence standards including English, grammar, formatting, spelling and punctuation
- Skill in working with the Washington state BARS manual account coding system
- Skill in working as a reliable team member, establishing and maintaining effective working relationships with other employees
- Skill in managing multiple projects
- Skill in providing excellent customer service

**ABILITY TO:**

- Communicate clearly and effectively in both verbal and written formats
- Effectively use word processing, database and spreadsheet software application programs in the course of assigned duties
- Learn new computer programs, as necessary
- Meet tight deadlines
- Understand and follow broad and complex instructions
- Exercise judgment and initiative
- Oversee sensitive and confidential matters, situations, and records
- Promote co-worker and public trust
- Perform a variety of independent research and analysis
- Establish positive working relationships
- Demonstrate leadership capability, promoting respect and loyalty within the “chain of command” system
- Operate various office equipment (e.g. phone system, computer, projector, fax, copier, printer etc.)
- Prioritize and appropriately schedule assignments or tasks to meet established deadlines
- Multi-task and be flexible

**EDUCATION AND EXPERIENCE:**

- Two years bookkeeping, payroll, accounting or related experience; OR
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

**LICENSE AND REQUIREMENTS:**

- Valid Washington State Driver’s License
- May require relevant certification or higher education coursework as it pertains to the assigned workload

*It is the policy of SRFR to afford equal opportunity to all employees and applicants for employment regardless of veteran status, race, religion, gender, sexual orientation, age, national origin, disability, nor any other protected class. SRFR provides reasonable accommodation to all applicants who require such accommodation to apply for the position or to perform the essential functions of the job. The District also promotes a drug-free and smoke-free workplace.*