

SONOMA COUNTY FIRE DISTRICT

The Sonoma County Fire District invites you to apply for:

PAYROLL TECHNICIAN

Salary: \$89,194 - \$98,336 Annually
Including a Great Benefits Package

DEADLINE TO APPLY
SUNDAY, May 17, 2026, at 11:59 PM



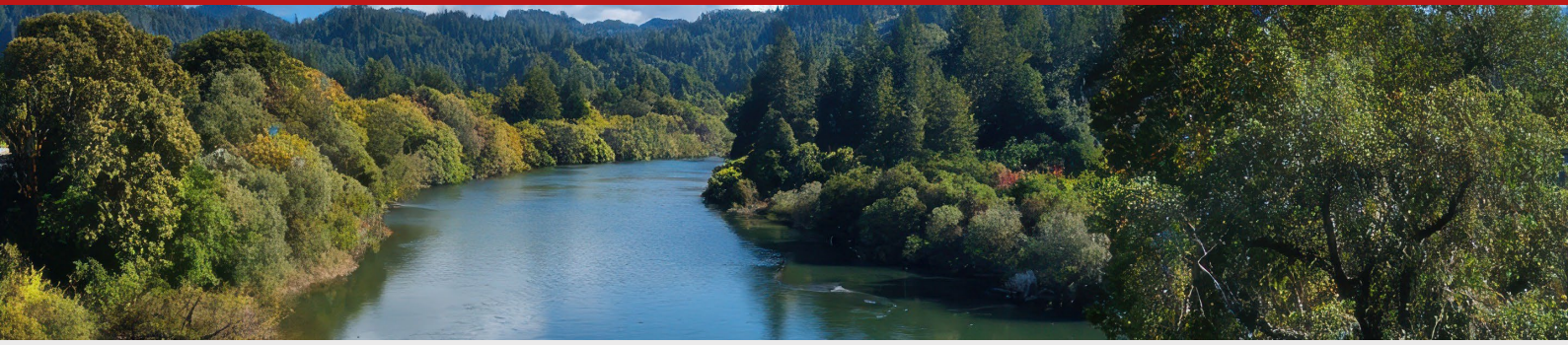
www.sonomacountyfd.org



(707) 838-1170



8200 Old Redwood Hwy, Windsor CA



THE COMMUNITY

Located less than an hour's drive north of San Francisco, Sonoma County enjoys the world-class culture of the San Francisco Bay Area, while still maintaining its agricultural heritage and rustic charm. Its award-winning wineries, miles of hiking trails, towering redwoods, and the Pacific coastline are ideal places to live and work. Sonoma County enjoys more affordable housing costs and a more competitive cost-of-living compared to the rest of the San Francisco Bay Area.

THE DISTRICT

The Sonoma County Fire District (SCFD) is a leader in all-risk Fire-EMS services. The District encompasses an area of more than 436 square miles. With over 100 SCFD members, they respond to approximately 13,000 calls for service out of 11 fire stations. It contains an approximate population of 100,000, which increases to well over 150,000 with visitors due to the high volume of tourism. The staff of SCFD serve our communities with honesty, integrity, respect, and a commitment to excellence. Customer care and community involvement is our culture. The District encompasses cities, suburbs, and small towns. As well as the Russian River, Sonoma Coastline, a growing regional airport, commuter train, wineries, and one of the state's largest casinos.



MISSION

To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response.

THE POSITION

Under the direct supervision of the Chief Financial Officer, the Payroll Technician provides administrative support to assigned divisions and performs a variety of office, payroll, and benefits support functions, managing files and information about employees and their benefits, payroll, retirement, and accounting functions, provides customer service to the public, and performs related work as required. The Sonoma County Fire District is seeking an experienced and knowledgeable payroll professional who is collaborative and compassionate, works with considerable independence, and has strong leadership skills.

This position is non-managerial and non-exempt under the regulations of the Fair Labor Standards Act (FLSA). It is an "at will" classification serving under the direction of the Chief Financial Officer or another executive team member in their absence.

THE IDEAL CANDIDATE

The ideal candidate is a highly adaptable and detail-oriented professional who thrives in a busy, fast-paced, and unpredictable environment. They proactively anticipate challenges, align their actions with district goals, and provide accurate, specialized administrative and program support. With strong analytical skills, they accurately interpret numerical and mathematical data, apply rules with precision, and communicate results clearly through both visual and verbal methods. They are committed to processing payroll accurately and on time, consistently meeting recurring deadlines while maintaining focus and sound judgment.

They will have the ability to quickly learn complex rules, compliance requirements, and reporting procedures for various retirement, state, federal, and benefit systems. They work independently with minimal supervision, make well-reasoned procedural decisions, and prepare clear, accurate reports. Highly skilled with computers and a variety of software applications, they efficiently manage data entry, recordkeeping, and general office technology.

They communicate effectively, provide reliable information on district and division policies, and interact with staff and the public with tact, courtesy, and professionalism. Known for strong initiative and good judgment, they build effective working relationships and contribute positively to the organization's mission and operational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understand, interpret, and apply instructions, policies, and procedures related to processing and recording payroll-related benefit transactions, including benefits payment, and other payroll-associated updates.
- Review timecard data, review or input employee pay and benefit adjustments, input payroll information, calculate adjustments, maintain saved payroll registers for each payroll (leave, detail, checks, direct deposits, adjustments, deductions, and garnishments), complete retroactive payments, verify that money is available in the payroll account, and process payroll, ensuring acceptance by the bank.
- Input necessary information into retirement, benefits, federal, and state systems compliantly within required time periods.
- Follow CalPERS retirement system regulations for payroll processing and reporting, and the Federal Labor Standards Act for overtime and overtime exemptions.
- Collaborate with the Human Resources Manager (HRM) to assist in administering benefits, preparing and distributing open enrollment materials, scheduling and facilitating open enrollment events, and maintaining benefit enrollments, changes, and disenrollments at third-party administrators and in payroll, making payments and transferring employee funds to benefit administrators as assigned.
- Reconcile payroll, taxes, garnishments, benefits, and other payroll liabilities, maintain employee payroll information, and work closely with the Accounting Technician and CFO to ensure payroll/GL mapping remains current.
- Process quarterly and annual tax documents, pay or provide support to accounts payable for payment of payroll taxes, garnishments, benefits, and other payroll liabilities.
- Prepare retro pay and historical pay calculations for pension, disability, unemployment reporting, and prepare verification of employment forms.

- Establish and maintain a variety of filing, recordkeeping, and tracking systems, including confidential medical, and payroll files.
- Prepare payroll related reporting to various external agencies and internal management.

Fire District Additional Duties

- May be assigned to perform activities in an emergency operations center during an emergency.

Knowledge of:

- Administrative support and clerical procedures and systems, such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- The organization and operations of fire districts and other related public agencies as they apply to assigned responsibilities.
- Public sector and fire agency payroll rules, regulations, applicable government code, and guidelines.
- Tactful methods to communicate complex issues and challenging information to employees, District leadership, and the public.
- CalPERS or other public retirement compliance and reporting rules.
- Payroll compliance and reporting requirements and methods.
- The Federal Labor Standards Act rules as they apply to public agencies and fire entities.
- California laws that apply to public agencies and employment, including gifts of public funds and methods to collect overpayments.
- Methods and practices of benefit administration, enrollment, and processing.
- Payroll taxes, quarterly and annual reporting requirements for federal and state organizations, including W-2s, 1095, 1095C, and EEO4 reporting and distribution.
- Computers and computer software applications, payroll, and benefit applications.
- General office practices, methods, procedures and equipment.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education and Training: High school diploma or equivalent. One year of college-level coursework in accounting or financial record keeping is highly desirable.

Experience: A minimum of two (2) years of professional payroll experience.

Preferred: Experience processing public safety payroll, including calculating FLSA overtime for various schedules.

Desired: Additional administrative support and customer service experience and/or training.

License and Certifications:

Required: Possession of a valid California Driver's License or the ability to convey oneself to and from multiple geographic locations daily, and on time.

Preferred: Possession of an American Payroll Association Certification



COMPENSATION AND BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and within the range of \$89,194 - \$98,336 annually.

SCFD offers an excellent comprehensive benefits package that includes:

- CalPERS Classic members: 2.7% at 55, employee pays 8% employee contribution
- CalPERS PEPRA members: 2% at 62, employee pays 7.75% employee contribution
- District paid medical, dental, and vision insurance up to a set cap; employee pays costs above cap
- District-paid life and long-term disability insurance
- PERS 457 deferred compensation, District matches up to \$200 per month
- Supplemental insurance and AFLAC benefits available, paid by employee
- Cash in-lieu-of medical: The District offers \$500 per month cash in-lieu-of medical, when waiving medical coverage.
- Vacation hours starting at 80 hours accrued per year.
- Sick Leave starting at 10 hours per month accrued per year.
- 13 Holiday paid days off per year
- Education reimbursements up to a maximum of \$600 per year.

HIRING INFORMATION

Complete your application, cover letter, resumé, and all supporting documentation, online at: www.sonomacountyfd.org

Employment offers are normally subject to reference and background checks including fingerprint clearance. The District may require a pre-employment physical examination, paid by the District.

Sonoma County Fire District is an equal opportunity employer and committed to fostering a safe, pleasant, and harassment-free work environment. All interested parties are encouraged to apply.

Questions:

Email: applications@sonomacountyfd.org

