



Sonoma County Fire District

Invites Applications for The Position of *Accounting Assistant / Support*

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. Not surprisingly, Sonoma County was recently ranked as one of the top 100 metropolitan places to live. With award winning wineries, miles of hiking trails, towering redwoods, the pacific coastline, Sonoma County is a hub of activity and an ideal place to live and work. Over 25,000 businesses, both large and small, call Sonoma County home. Having some of the most

affordable housing costs and a more competitive cost-of-doing-business compared to the rest of the San Francisco Bay Area, it's no surprise businesses are discovering Sonoma County.



The District

Beginning several years ago, our district started the journey of annexation (merging) several agencies into one with the singular goal of increasing overall services to our communities. Today, we serve the Town of Windsor, Larkfield, Wikiup, Mark West, Mountain Home area, Middle Rincon Valley, Bennett Valley, Bellevue, The Graton Casino, Fulton, Russian River / Guerneville, and the surrounding unincorporated areas. As a newly formed agency, we have the rich history of great agencies with a new history in the making.

The Sonoma County Fire District is seen as a leader in the fire-EMS industry. We have 45-line staff, 12

We believe in providing the highest level of professionalism to our communities; therefore, we will remain committed to honesty and integrity.

We believe in a positive and professional work environment; therefore, we will treat everyone with respect and honesty.

We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change.

We believe that honesty is essential; therefore, we will be transparent in every aspect of service.

We believe being compassionate is essential; therefore, we will treat everyone with kindness.

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



apprentice firefighters, 20 volunteers. Our administration includes a fire chief, two deputy chiefs, six battalion chiefs (shift, fire marshal and training / safety), a deputy fire marshal, two fire inspectors, a finance division and administrative support. The district serves more than 195 square miles and a population of more than 75,000 people from 9 fire stations. We are a special district managed by a 7-member elected board of directors. While we continue to grow, our workforce and infrastructure is growing with us.

The men and women of the Sonoma County Fire District serve our communities with pride, integrity, and an unwavering commitment to excellence. Customer care and community service is the foundation of our culture. “We have it all” when it comes to diversity of response area including a municipal airport, commuter rail, large wineries, a large rural area, large wildland urban interface area, several world-wide known businesses, a large wildlife preserve, and one of the state’s largest casino. The Russian River runs along the district, surrounded by large wineries, farmland, and open space. There are no routine calls for service in our district. In addition to modern fleet of Type I, Type III, and Type VI fire engines, our district has a ladder truck, rescue squad, an ALS ambulance, boats, jet skis, and an OES Type I engine and an OES Water Tender. We also have a FEMA certified rescue dog and handler. We will upgrade three engines to ALS in Summer 2020.



The Position

Under direct supervision of the Finance Manager, the Accounting Assistant provides support in the finance division by providing a wide variety of administrative and accounting functions including accounts payable, accounts receivable, writing grant proposals, grant administration and reporting, procurement and contract administration functions. The position additionally sets up and maintains a variety of fiscal and administrative filing systems. The position provides general accounting and administrative support to managers, provides customers service to the public and performs related work as required.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying, such as the following:

- High school diploma or equivalent;
- Two (2) years of responsible bookkeeping, payroll or financial record keeping or other accounting experience;
- Knowledge of QuickBooks accounting software;
- California Department of Motor Vehicle Class C license with clean driving record.

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The Ideal Candidate

Desirable training and experience are:

- One year of college level course work in accounting or financial record keeping or closely related field;
- Work in a fire district, school district, or water district;
- Familiar and experience with fire district accounting practice;
- Knowledge and experience in special district administration;
- Experience with Federal and State Grants is highly desirable;
- Contract management experience is highly desirable;
- Experience in EMS billing highly desirable.

Application and Selection Process

Applications and supplemental questions are due by September 25th, 2020 at 5:00 PM, via email or regular mail (no drop offs please) attention Kathy Washington (kwashington@sonomacountyfd.org). Please provide a cover letter, resumé, district application, and supplemental questions. Qualifying candidates will be invited to partipate in an interview process. All information at sonomacountyfd.org

Compensation and Benefits

Salary: \$67,000 - \$73,867

Insurance benefits: Employee are eligible to partipate in a group medical, dental, and vision plan

Vacation: 6 to 16 hours a month depending on years of employment

Sick Leave: From 10 to 16 hours a month depending on years of employment

Holiday: 11 holidays plus one floating holiday

Retirement: Retirement: CalPERS 2.7 % @ 55 (classic) 2% @ 62 (PEPRA)

Other benefits: \$200 per month match towards deferred compensation (457 program), tuition reimbursements, and life insurance.

Questions

If you have any questions, feel free to contact our Human Resources at (707) 838-1170 or kwashington@sonomacountyfd.org or our website at sonomacountyfd.org

NOTE: Information contained in this announcement is general information only and does not constitute, express nor imply a contract. Information provided is subject to change.



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**Accounting Assistant/Support
Supplemental Questions**

- 1) Please describe your accounting and/or bookkeeping work experience. Include job title(s), employers name(s), employment dates, and a description of your primary duties for each relevant position.

- 2) Please list your accounting, finance, or business administration coursework and training that meets the minimum qualifications for this position. Include your degree(s), the names of courses completed, the number of units earned, and the name of the accredited college or university.

- 3) What are your experience levels working with QuickBooks Accounting Software, Microsoft Word and Microsoft Excel?

- 4) Please describe your experience with purchasing/procurement and contract administration.