



Employment Opportunity Accountant (Payroll)

Position: Accountant (Payroll)

Position Status: Full time, non-regular, Limited Term Employee

Salary: Paid at Step 1 of 2022 Accountant wage of \$6,095.88/month

Anticipated Start Date: February 1, 2022

Anticipated Length of Term: February 1, 2022 through April 30, 2022, with the possibility of extending up to an additional 90 days.

Work Schedule: Monday – Thursday, 7:00 a.m. – 5:00 p.m.

Work Location: Eastside Fire & Rescue Headquarters, 175 Newport Way NW, Issaquah

Benefits: Department of Retirement Systems – PERS; Covered by Washington State Paid Sick Leave

To be considered, the following is required by 12 p.m. January 14, 2022:

- Employment application (attached)
- Structured resume with cover letter

Completed application packets should be emailed to Human Resources at: humanresources@esf-r.org.

Selected candidates will be invited to participate in an oral interview on **Thursday, January 20, 2022**. The top candidate successfully completing the process will undergo a background screening and drug test.



Accountant Job Description

Position Title: Accountant
Division: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt
Revised: January 3, 2022

General Summary:

The Accountant works at the direction of the Finance Director and is responsible for payroll. The position provides support to the Finance division. The position reports to and is evaluated by the Finance Director 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 – General:

1. Accurately process payroll payments to employees semimonthly and monthly.
2. Accurately process State and Federal Tax deposits and 941 reports.
3. Manage Deferred Compensation contributions and miscellaneous payroll deductions. Prepare and report forms W2 and W3 annually.
4. Assist with processing L&I claims as assigned.
5. Promptly respond to requests for labor, wage and benefit information.
6. Promptly respond to requests for employment verifications.
7. Review employee timesheet data to verify appropriate administration of leave policies.
8. Apply state and federal laws and contract provisions related to payroll, salary and benefit plans to calculate overtime rates, sick leave cash outs, prepare separation/final pay checks, retroactive increases and other variations to pay.
9. Maintain accurate time off records for all personnel including vacation leave, sick leave, compensatory time, L&I disability leave and other types of time off. Complete reconciliations of all time off and adjustments for L&I time loss per pay period.
10. Anticipate, assess and respond effectively to the needs of diverse customers, both internal and external, by consistently providing excellent customer service that is accurate, timely, courteous and respectful.
11. Responsible for maintenance of timekeeping software program, including timekeeping database, update for new hires, terminations, transfers, promotions, etc. Provide ongoing Agency wide end-user training and oversight of the timekeeping system.

12. Maintain confidentiality of work related issues, records, employee and Agency information.
13. Apply general knowledge of financial, clerical, and administrative matters to perform independently, regular and recurring activities requiring considerable knowledge of the functions, procedures and purpose of the area to which assigned.
14. Perform complex assignments in specialized functions under direction and supervision. Develop and organize workflow within the assigned project and provide written documentation on procedures and processes as needed.

Knowledge, Skills, and Abilities:

1. Knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
2. Ability to perform complex mathematical calculations and statistics related to payroll processing.
3. Communicate effectively, both verbally and in writing; ability to follow verbal and written instruction.
4. Operate standard office equipment; maintain proficiency with Microsoft Office programs, accounting and timekeeping software, including the ability to assist others on same.
5. Meticulous attention to detail.
6. Establish and maintain trust, confidence and effective working relationships with internal and external customers.
7. Knowledge of Washington State BARS accounting.
8. Knowledge of record keeping in accordance with RCWs, WACs, and Agency policies; knowledge of applicable federal/state laws/regulations.
9. Knowledge and understanding of 24-hour shift assignments, shift schedules, debit day and FLSA cycles.
10. Ability to develop and monitor work procedures.
11. Use professional judgment, problem solving, work under pressure, meet deadlines and work with frequent interruptions.

Education and Experience:

- Associate's degree in accounting or finance related field, and three years of progressively responsible public-sector experience, OR, a combination of education and experience providing the desired knowledge, skills, and abilities required to perform the job.
- Experience with payroll processing systems, chart of accounts, general accounting practices and procedures, applicable laws, codes and regulations, general auditing functions, payroll taxes, fire service payroll practices and methods, union wages, labor-management agreements and employment contracts.
- Required to obtain and maintain a Washington State driver's license and a good driving record to operate an Agency vehicle as defined in policy.

Physical Requirements:

- Shall be able to read a computer screen, and various reports, letters, documents,

- and training materials. Shall be able to drive personal and Agency vehicles.
- Shall be able to frequently communicate, express one's self, convey, converse, and exchange information with others.
 - Shall 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.
 - Shall 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.
 - Shall successfully pass the Agency's pre-hire background, psychological evaluation, and medical drug screen.

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 in the case of an emergency (e.g., epidemic, severe weather conditions, or other emergency situations).

General Sign-Off:

The employee is required to adhere to all Agency policies, regulations, procedures, and respective Collective Bargaining Agreement. The statements herein are intended to describe the general nature and levels 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: _____

EMPLOYMENT APPLICATION

Please return to:
Eastside Fire & Rescue
 Human Resources Division
 175 Newport Way NW
 Issaquah, WA 98027
 PHONE: 425-313-3272
 FAX: 425-313-3253



Date Stamp Received

Eastside Fire & Rescue is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, honorably discharged veteran or military status, genetic information, or any other legally protected classification.

If you need any form of accommodation to participate in the application or testing process, please provide reasonable notice to Human Resources at 425-313-3272.

POSITION: LTE – ACCOUNTANT (PAYROLL)	TODAY'S DATE:
FULL NAME REQUIRED	How did you hear about the position?
LAST NAME: _____ FIRST: _____ MIDDLE: _____	EF&R Public Site _____
PREFERRED NAME: _____	EF&R Employee _____
MAILING ADDRESS: _____	STREET ADDRESS: _____
CITY/STATE/ZIP: _____	HOME TELEPHONE: _____
EMAIL ADDRESS: _____	CELL PHONE: _____
VALID WA STATE DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No	If other State, which? _____
(A valid driver's license is required) Driver's License Number: _____	
SPECIAL ENDORSEMENTS/LICENSES: _____	
Applicants must be at least 21 years of age at time of hire. Are you at least 21 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	

TRAINING AND EDUCATION

Circle highest grade completed in school: 9 10 11 12 College: 1 2 3 4 Graduate School: 1 2 3 4		
COLLEGES / OTHER TRAINING	Location	Subject/Major Degree/Certificate

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:			
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:			
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
		If "No", please explain:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

EMPLOYER'S NAME:		POSITION:	
CITY AND STATE:			
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
		If "No", please explain:	
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