



Brighton Fire Rescue District

500 S. 4th Avenue, 3rd Floor • Brighton, Colorado 80601
Telephone: (303) 659-4101 • Fax: (303) 659-4103 • Website: www.brightonfire.org.

POSTION TITLE: Accounting Specialist
EMPLOYMENT STATUS: At-Will
FLSA STATUS: Part-Time; FLSA Non-Exempt
HOURS: 20 Hours per week
SALARY: \$25 to \$30 per hour, DOQ

The Brighton Fire Rescue District is seeking applicants for the position of Accounting Specialist.

About the District:

Located 20 miles northeast of Denver, the Brighton Fire Rescue District serves an area of 150 square miles from 5 fire stations. The population of the District is about 55,000. The fire department serving this area was created in 1888, and its history is rich with the dedication and service of volunteer firefighters. Today Brighton Fire is a career department with 75 employees. The District handles about 6,500 emergency incidents each year, providing advanced emergency medical, firefighting, hazardous materials, water rescue, technical rescue, and safety/prevention services. Our District is unique, as it consists of urbanized, suburban, and rural areas. Our personnel must be trained in high rise fires as well as horse rescues, and everything in between. The men and women of the District are highly trained professionals who are proud to serve their community. Our mission, our vision of the future, and our values are centered on providing the most efficient and effective service possible.

The District's largest city is the City of Brighton, which was founded on a rich history of diversity, agriculture, railroads and pioneers. Today Brighton is a medley of old and new, and recognized as one of the fastest growing cities in the U.S. The Brighton area has the largest concentration of producing farms in Colorado, and is also on the leading edge with the energy industry and automation.

Position Summary:

The Accounting Specialist performs various accounting functions, including preparing journal entries, performing account reconciliations, preparing and analyzing reports and statements, accounts payable and receivable, and payroll processing.

Specific Responsibilities include, but are not limited to:

1. Perform all financial duties in accordance with generally accepted accounting procedures applicable to a Colorado local government.
2. Prepare monthly general and standard journal entries, income and balance sheet statements, account reconciliations, cost reports and various other accounting statements and reports; provide interpretation of results as appropriate.
3. Analyze financial reports and records, making recommendations relative to the accounting of reserves, assets and/or expenditures as appropriate.
4. Review and verify the accuracy of journal entries. Conduct special studies and develop or recommend accounting methods and procedures.

5. Research and resolve problems pertaining to financial reporting systems, ensuring compliance with the District's rules, procedures and policies.
6. Process invoices and ensure proper accounts are being utilized.
7. Download monthly benefit invoices and appropriately cost account the premiums.
8. Reconcile bank accounts.
9. Maintain accounting records and schedules in accordance with generally accepted accounting procedures applicable to a Colorado local government.
10. Update and maintain the accounting procedures manual.
11. Manage credit card systems and use of third-party applications.
12. Serve as backup for payroll processing.
13. Assist with preparation of annual budget documents.

In order to be considered for testing, the applicant must submit a cover letter, resume and meet the following minimum requirements:

1. Possess (or obtain within 30 days of employment) and maintain a valid State of Colorado driver's license, with a satisfactory driving record;
2. Formal training in general accounting with a minimum of an Associate's Degree in Accounting or similar field of study, or a combination of education and experience (5 plus years) that provides experience in a majority of general accounting functions including payroll, accounts payable, budgeting, and record keeping;
3. Formal training and experience in the use of Microsoft Excel and other standard office software;
4. Experience with the use of office equipment: including computers, copiers, fax machines, calculators, postage equipment;
5. Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position;
6. Expert mathematical skills and ability to compute rates, ratios and percents.

Desired qualifications include the following:

1. Experience with Great Plains/Microsoft Dynamics accounting software.
2. General accounting experience within a Colorado Special District;
3. Experience in government budgeting, finance or research;
4. Knowledge of Governmental Accounting Standards and Financial Accounting Standards; and
5. Knowledge of Special District laws, regulations, functions and procedures

Employee Benefits – What we offer:

The Brighton Fire Rescue District supports our employees with a wide range of attractive benefits, both day-to-day and at every stage of life. Discover what we can offer:

Insurance – Part-time employees receive life, short-term and long-term disability insurance at no cost to the employee.

Leave Benefits and Holidays – Part-time employees earn 4 hours of vacation leave per month and 4 hours of sick leave per month to start and benefits increase with time. We also offer 12 paid holidays per year.

Pension – Part-time employees receive a contribution of 1.5% of pay (regularly scheduled hours) into a deferred compensation plan. The District will then match employee contributions up to a maximum of 4% of total District contributions. The employee is also included in the Social Security benefit system.

Further Education and Training – We support continuous learning and professional development.

Applicants will be required to take the following examinations:

- Assessment Center, including a panel interview

Resumes must be received before 4:00 p.m., on April 2, 2019 and emailed to:

jobs@brightonfire.org