

CAREER OPPORTUNITY



FREDERICK-FIRESTONE FIRE DISTRICT **Now Hiring** **Accounting Specialist**

We're looking for a key member of our team to help us achieve our mission. Are you that person?

As a Fire District serving two of the fastest growing towns in Northern Colorado, the Frederick-Firestone Fire District prides itself on being an all-hazards emergency response district.

We believe every individual who is a part of the Fire District plays a vital role in achieving our mission to save lives, protecting property, reducing risk, and enhancing your quality of life. We believe firefighters, paramedics, and investigators can only provide the highest level of emergency response within the Carbon Valley Area when that same standard exists throughout our entire organization.

THE COMMUNITY

Our community offers residents a small town feeling with plenty of local activities. We are surrounded by the beauty that the Front Range and Rocky Mountains have to offer. From nature trails, to fishing, hiking, skate boarding, and just a short 30-minutes to downtown Denver, Boulder, and Fort Collins the Towns of Frederick and Firestone offer plenty to do. These family-friendly communities are a great place to live, work, and play.



THE CARBON VALLEY

Located in Weld County, the Carbon Valley is made up of the Towns of Frederick and Firestone and the City of Dacono. The Fire District currently provides services to the Towns of Frederick and Firestone, as well as several areas of unincorporated Weld County. Currently, the District provides services to approximately 36 square miles with a population of over 37,000 residents.

The District works closely with the towns to ensure that all resident and community needs are met when it comes to emergency services. The District employs 73 full-time staff.





THE DISTRICT

As an all-hazards emergency services agency the Frederick-Firestone Fire District has promised our community exemplary leadership and performance, and to do so, we expect every employee to excel in their area of expertise. We have high standards and hold our team to that measure of excellence. In turn, every Fire District team member innovates and improves our services by bringing their best to serve the community at all times.

From our Firefighters to the Fire Chief, our team knows they are making a difference with each emergency response and every harmful incident we've worked to prevent. It is not easy work, but our employees excel with the support of the a community that values their contribution and an organization with a clearly defined purpose. The challenge of advancing our mission drives us to new levels every day and the result is a sense of pride beyond measure.



THE IDEAL CANDIDATE

The Accounting Specialist will work under the supervision and direction of the Fire District's command structure and reports directly to the Finance Director. The Accounting Specialist will perform a variety of technical work and mathematical computations to assist the Finance Director with daily routine accounting procedures.

The Frederick-Firestone Fire District is continuously looking for ways to improve service while upholding our mission. The ideal candidate will be analytical in nature, and have the ability to work well under pressure and under stressful conditions, while providing constructive ideas for the betterment of the Fire District.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Provide professional level accounting
- Maintenance and reconciliation of the District's general and subsidiary ledgers.
- Recording and reporting of financial transactions.
- Ability to prepare financial reports and statements.
- Perform special financial analyses.
- Establish and maintain accounting rules to the District's retention schedule.

CORE QUALIFICATIONS:

- Bachelor's Degree in related field preferred. (Accounting, Business, or Governmental Finance).
- Minimum of three (3) years of accounting experience in a special district, municipal, or non-profit related field.
- Experience processing accounts payables and receivables required; previous experience in financial software programs highly desired.
- Maintains all Fire District required certifications and trainings requirements.
- Possesses strong communications skills, written and oral, as well as sound public relations and customer service skills, and ability to work with a team.
- Proficient in Microsoft Office Suite with advanced experience in Microsoft Excel.

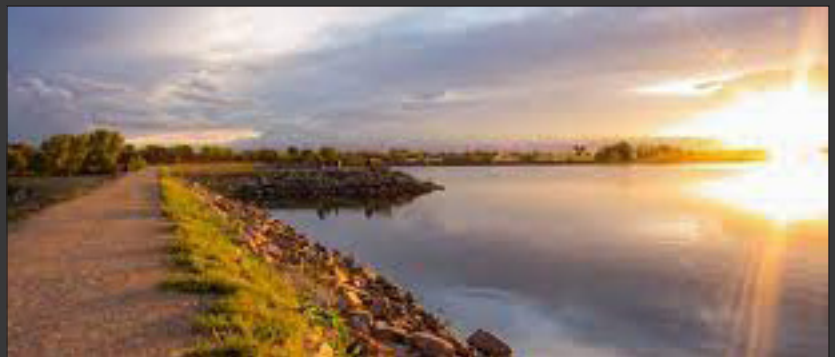
COMPENSATION & BENEFITS

The Frederick-Firestone Fire District offers a competitive pay and benefits package.

Salary range is \$79,120-\$85,120 per year depending on qualifications. Other benefits include:

- Education Tuition Reimbursement
- FPPA Defined Benefit Pension
- Short Term Disability
- 457B Deferred Compensation Plan
- Health and Wellness Incentives
- \$100,000 Life Insurance
- Employer Paid - Medical/Dental/Vision
- Peer Support Counseling/EAP
- AFLAC Supplemental Insurance
- Paid Vacation & Sick Leave/Holiday Stipend
- Four (4) Weeks Paid Parental Leave
- Dependent Health Insurance Assistance

- Two (2) of the fastest growing towns in Northern Colorado.
- Family-friendly communities with a small-town feel.
- Close access to hiking, fishing, camping, skiing, snowshoeing, and downtown activities.



"Leading Together, By Serving Together"



Apply online at: fffd.us/jobs

This position is open until the needs of the Fire District are met. Apply by August 2, 2022 for first consideration.

Questions?

Please contact our HR Manager Kara Docheff at 720.526.6590 or hr@fffd.us.

Apply Now!



Visit fffd.us for more information or to apply.

