



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

**Finance Specialist - Payroll
Pay Grade 28 (Non-exempt)**

**Est. Starting Salary \$ 38,040/ann
(Paid at the rate of \$18.29/hr)**

Plus Excellent Benefits Package

Primary Function: The Finance Specialist (Payroll) is responsible for performing administrative and technical-level support duties that influence and affect payroll and finance related processes and functions.

Minimum Qualifications:

- High school diploma or GED.
- Associate degree in business or related field from an accredited college or university recognized by the U.S. Department of Education and/or Certified Payroll Professional designation;
and
Two (2) years full-time work experience in payroll and/or finance function.
or
An equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above.
- Advanced computer skills utilizing Microsoft Office Suite with proficiency in the use of Excel.
- Must possess and maintain a valid Arizona Driver License with good driving record.

Preferred Qualifications:

- Public sector payroll or finance experience.
- Experience utilizing the ADP Workforce Now ADP-Pay Expert or similar payroll processing system.
- Experience utilizing an electronic time and attendance keeping system.

Complete [job description](http://www.grfdaz.gov) is available online at www.grfdaz.gov.

How to Apply:

Complete the 2-step application process through the ADP website [here](#) or access through the Golder Ranch Fire District website. The application process includes: 1) completion of all application questions, and 2) attaching a copies of your cover letter, résumé (*detailing your work history and qualifications by month and year*).

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

Application Deadline

Open Until Filled

First Screening – Wednesday, June 06, 2018

Golder Ranch Fire District

Attn: Human Resources

3885 E. Golder Ranch Drive

Tucson, Arizona 85739

Ph: (520) 825-9001

"Proudly serving the communities of Oro Valley, Catalina and SaddleBrooke"

3885 E. Golder Ranch Drive Tucson, AZ 85739 (520) 825-9001



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Selection process may consist of:

Application and resume screening, skills assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, litigation history, etc.), drug screen, and reference checks.

Each applicant will be contacted by phone, mail or e-mail regarding his/her status in the application/selection process as it is determined by the organization.

Benefits for this position include:

Medical, Dental & Life Insurances. Employee Assistance Program (EAP), Paid Sick Leave, Paid Vacation Leave, 11 Paid Holidays, Arizona State Retirement System (ASRS), and the opportunity to participate in self-funded 457 Plan programs and a variety of supplemental insurance plans.

***Golder Ranch Fire District is a Tobacco Free Workplace
and an Equal Opportunity Employer***

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Finance Specialist (Payroll)
Reports To: Finance Manager
Supervises: None

FLSA: Non-Exempt
Status: Full-Time

Primary Function:

The Finance Specialist (Payroll) is responsible for performing administrative and technical-level support duties that influence and affect payroll and finance related processes and functions.

Principle Duties and Responsibilities:

- Creates and processes, source documentation related to payroll and finance transactions.
- Performs data entry and reconciliation, affecting compensation, benefits and payroll deductions, tax withholdings, employment status changes and the time and attendance keeping system.
- Provides an e-mail reminder to the Chiefs and HR at the beginning of each pay period requesting any Unscheduled PAF items.
- Processes all data fields on personnel action forms (PAF's) in accordance with district policies and with notations as provided by HR.
- Processes the scheduling, pay, and accrual adjustments, and creates a PAF, for the associated Work Status Updates provided by HR.
- Circulates PAF's each pay period for signature and provides copies to HR for personnel record keeping.
- Updates and maintains ADP WFN and PAF's structural set-up based on the "GRFD Classification Schedule" once provided by HR.
- Reconciles benefit related invoices, coordinates with Human Resources correcting any discrepancies to ensure deductions and payments are accurate.
- Responds to financial verification of employment requests.
- Performs administrator functions related to the time and attendance keeping system.
- Performs administrative and technical-level work related to payroll processes and procedures, including control, timeliness, and accuracy of time sheets submissions, monitoring reported work hours and/or utilization of leave, formatting and finalizing payroll data for upload, responding to employment verifications and maintaining payroll files and records.
- Ensures payroll data is validated and reconciled; coordinates data downloads, with divisions, crew scheduler administrator(s), and leadership.
- Maintains complete and accurate leave accrual balance information within the payroll and time and attendance keeping systems.
- Calculates PTO payouts at various times pursuant to district policy.
- Responds to inquiries regarding payroll and time and attendance keeping system.
- Develops and maintains spreadsheets; utilizes report-writing tools to develop ad hoc reports or provide payroll information.
- Establishes and maintains company and employee payroll records, including earnings, deductions, and tax withholding setup and maintenance; periodically audit accuracy of system data.
- Provides input and assistance for payroll projects; maintains documentation of payroll processes and procedures and recommends changes.
- Maintains accurate, up-to-date information on finance related web pages, and portals.
- Explains payroll and time entry policies and procedures; researches and responds to inquiries from management, employees, and third parties.

- Participates with onboarding and new hire orientation as it relates to payroll and finance related processes.
- Performs additional duties as requested or assigned.

Knowledge, Skills and Abilities:

- Understanding of payroll, finance and general business and office practices and procedures.
- Familiarity with payroll processing and timekeeping system software/systems.
- Maintain confidentiality and sensitive personal information.
- Ability to prioritize and handle multiple tasks and projects concurrently in an environment that is subject to changing priorities and frequent interruptions.
- Effective analytical and problem-solving skills.
- Strong math skills to calculate payments and deductions.
- Strong computer literacy and proficiency with using web-based systems, computer software including Microsoft Office Suite (i.e. Word, Excel, Power Point, Publisher, Access, Outlook), e-mail, the internet, and possess the ability to create and modify electronic forms and documents. Utilize skills to create spreadsheets and databases and to extract information.
- Operate a variety of office equipment, including personal computer, telephone, copier, facsimile and computer terminal.
- Organize and complete assigned projects in a timely manner.
- Handle time sensitive material efficiently and effectively.
- Exercise excellent customer service and respond to questions and/or concerns in courteous and timely manner.
- Effective oral and written communication skills using the English language.
- Understand and follow oral and written instructions, policies and procedures.
- Understand and apply policies and procedures in order to effectively perform the duties and responsibilities of the position.
- Demonstrates continued initiative to work as part of a team.

Minimum Qualifications:

- High school diploma or GED.
- Associate degree in business or related field from an accredited college or university recognized by the U.S. Department of Education and/or Certified Payroll Professional designation;

and

Two (2) years full-time work experience in payroll and/or finance function.

or

An equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

- Advanced computer skills utilizing Microsoft Office Suite with proficiency in the use of Excel.
- Must possess and maintain a valid Arizona Driver License with good driving record.

Preferred Qualifications:

- Public sector payroll or finance experience.
- Experience utilizing the ADP Workforce Now ADP-Pay Expert or similar payroll processing system.
- Experience utilizing Crew Scheduler other time and attendance keeping system.

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Physical Requirements/Working Conditions

Job Title: Finance Specialist (Payroll)

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			x	
Talk	Express or exchange ideas verbally			x	
Hear	Perceive sound by ear				x
See	Obtain impressions through the eye				x
Kneel	Bend legs at knee, come to rest on knees		x		
Crouch/Squat	Bend body down and forward, bending legs and spine		x		
Crawl	Move on hands, knees, and feet	x			
Climb	Ascend/descend ladders, stairs, ramps		x		
Sit	Sit				x
Stand	Stand		x		
Walk	Move about on foot; average distance per shift 3-5 miles	x			
Bend/Stoop	Bend downward and forward by bending spine at waist		x		
Lift	Raise or lower object > 10 lbs. from one level to another		x		
Lift	Raise or lower object > 25 lbs. from one level to another		x		
Carry	Transport an object		x		
Push	Press with steady force, thrust objects forward, downward, outward	x			
Pull	Drag or tug objects	x			
Turn/Twist	Move a body part in circular motion	x			
Balance	Exceeding ordinary body equilibrium	x			
Reach	Extend hands and arms in any direction		x		
Handle	Seize, hold, turn with hands		x		
Distinguish Color	Ability to distinguish color			x	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				x
Grasping	Applying pressure to an object with the fingers and palm			x	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	x			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0- 2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				x
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			x	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			x	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		x		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				x
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			x	

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-	Frequently (activity or conditions exist 2.5-	Constantly (activity or conditions exist
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

<input type="checkbox"/>	SEDENTARY	<ul style="list-style-type: none"> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sitting most of the time.
<input checked="" type="checkbox"/>	LIGHT	<ul style="list-style-type: none"> Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
<input type="checkbox"/>	MEDIUM	<ul style="list-style-type: none"> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	HEAVY	<ul style="list-style-type: none"> Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	VERY HEAVY	<ul style="list-style-type: none"> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date