

# SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

*"Prompt, Competent, Caring Response in Time of Need"*



Ryan H. Crawford  
Fire Chief / Administrator

## **ACCOUNTANT** **Great Pay & Benefits** **Apply Now – Deadline December 22, 2023**

The South Walton Fire District is currently seeking applicants for the position of Accountant. This position is an at-will exempt employee, who will normally work a 40-hour week under the direction of the Fiscal Officer.

This position is responsible for performing accounting and general administrative tasks consistent with effective and efficient departmental operations. Work requires the application of independent judgment and sound decision-making ability. The employee must be able to interact well with the public, participating government agencies, and other personnel, and must be able to communicate clearly and effectively in both written and verbal forms. Work requires the ability to independently research and compose correspondence and reports as assigned under general supervision.

### **Major Duties:**

Performs responsible administrative and professional accounting functions in support of activities of the South Walton Fire District. To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Examples of tasks performed, or skills required include, but are not limited to, the following:

- Maintain accounting records according to established accounting procedures and classifications, including accounts payable & receivable, payroll (when necessary), posting journal entries and general ledgers.
- Process vendor payables bi-weekly, or as needed. Reconcile purchase requests to invoices & budgets. Prepare & mail checks. Maintain records for Forms 1099.
- Reconcile credit-card transactions and receipts monthly.
- Prepare and deliver invoices for false alarms, re-inspections, CPR classes, etc. Record cash receipts. Perform collection efforts as needed.
- Prepare bank deposits.
- Maintain and update files of accounting records.
- Maintain proficiency with accurately processing biweekly employee payroll and related tasks as needed.
- Maintain a current/accurate list of Fixed Assets owned by the District.
- Reconcile general ledger accounts for accounts payable, accounts receivable, accruals, fixed assets and others as needed.
- Assist with preparing material needed to facilitate the District's year-end audit.

- Assist with pension and retirement records.
- Assist with developing, implementing, and administering detailed accounting procedures and systems in accordance with accepted state and local governmental accounting practices.
- Assist the Fiscal Officer in the preparation and administration of the District's annual budget.
- Assist with ensuring compliance with TRIM and other regulatory guidelines denoted within the Florida Statutes.
- Prepare accurate financial reports and records as required.
- Ensure statutory/regulatory compliance in relation to rules, guidelines, and auditing standards.
- Assist with grant functions, including (but not limited to) writing grant applications, tracking allowable receipts and expenditures of approved/received grants, and ensure compliance for required reports.
- Perform special accounting studies and analysis, as needed.
- Maintain a positive working relationship with all SWFD members.
- Respond to routine and special correspondence clearly by email, telephone, mail, etc.
- Exercise professional phone etiquette, answering phone, taking messages, etc.
- Compose and prepare accurate and complete reports and correspondence as required.
- Maintain knowledge of and follow District policies, procedures, and/or programs.
- Initiate and research special projects, providing detailed analysis, reports, summaries, and proposals as assigned.
- Assist with public record requests regarding administration/finance in coordination with the District's designated Records Management Liaison Officer.
- Maintain confidentiality.
- Make independent decisions regarding daily work.
- Perform other job-related duties as assigned by supervisor.
- Attend/participate in continuing education courses or conferences to obtain knowledge relating to position responsibilities.
- Attendance during regularly scheduled work hours, and outside of regular hours, as necessary.
- The Accountant does not have authority to expend any District funds. The Accountant position is intended to provide financial record-keeping and accounting for the District and not to control or have any authority over the expenditure of District's funds

### **Minimum Qualifications:**

- Minimum of a bachelor's degree from an accredited college or university in Business Administration, Accounting, or related field. Public accounting experience is helpful.
- Minimum of two (2) years of experience in accounting/administrative duties, and computer skills, with more preferred or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.
- Must successfully pass the Fire District's drug screen/background check requirements as a condition of employment

### **Knowledge Required for the Position:**

- Knowledgeable of all office equipment and computer programs appropriate to the position including accounting software, spreadsheets, word processing and internet.
- General knowledge of applicable Federal, State, and Local fiscal regulations, policies, and procedures. General knowledge of governmental accounting methods and procedures.
- Skill in organizing workflow and coordinating activities.
- Ability to screen communications and handle independently or route to proper source.
- Ability to analyze and record information and balance figures.
- Ability to follow moderately complex oral and written instructions.
- Ability to exercise tact and courtesy in contact with the general public.

### **Supervisory and Management Responsibility:**

Reports to the District's Fiscal Officer

### **Physical Demands:**

- Must successfully pass the Fire District's medical/physical, drug screen and background check requirements as a condition of employment.
- Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, telephone systems, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

### **Work Environment:**

Work is performed in pleasant office surroundings with a limited amount of stress.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communication Services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during the tourist season.

If you are interested in this opportunity, complete the [APPLICATION](#) and return it to SWFD at 911, N. County Highway 393, Santa Rosa Beach, FL 32459-5371 no later than Friday, December 22, 2023. Completed applications/resumes and questions may also be emailed to [career@swfd.org](mailto:career@swfd.org).

**DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.**