



# Bennett-Watkins Fire Rescue

District Office: 303-644-3572 Fax: 303-644-3401

355 4<sup>th</sup> Street, Bennett, CO 80102

Email: [Employment@BennettFireRescue.org](mailto:Employment@BennettFireRescue.org)

*"Striving to Preserve Life and Property"*

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## ACCOUNTING AND HUMAN RESOURCE ASSOCIATE

Bennett-Watkins Fire Rescue is currently looking for an Accounting and Human Resource Associate to join our department.

The Accounting and Human Resource Associate will manage the day-to-day aspects of the District's accounting and budgetary functions, provide accurate reporting on accounting matters to the District Board and Fire Chief, oversee the District's annual audit, track staff attendance and process payroll, and oversee and administer employee benefits. This is an excellent opportunity to be a part of a team focused on service in our community.

### **Primary Duties and Responsibilities:**

1. Responsible for administration, development, and records keeping of accounting and human resource functions including but not limited to:
  - a. Onboarding of new employees and renewal of benefit plans
  - b. Monitor and track employee attendance
  - c. Process semi-monthly payroll with annual W-2 reporting
  - d. Purchase order / invoice verification
  - e. Accounts payable and accounts receivable processing with annual 1099 reporting
  - f. Billing for fleet department and development as needed
  - g. Financial statement summary preparation and distribution
  - h. Budget and expenditure analysis and reporting
  - i. Pension fund information and accounts processing as appropriate
  - j. Monthly financial statements
  - k. Monthly bank statement reconciliation
2. Responsible for ACH and wire transfers between accounts and banks.
3. Track tax income from Adams and Arapahoe Counties and other revenue sources.
4. Responsible for pension and 457 fund contributions.
5. Annual funding of volunteer pension.
6. Ensure District loan payments are met.
7. Responsible for the organization of the District's annual financial audit and work closely with the auditors in the overall completion and filing of the audit.
8. Participate in the development of the annual budget including but not limited to:
  - a. Receive, compile, and enter budget information using appropriate software.
  - b. Generate budget reports for the District Board while in planning and at completion.
  - c. Prepare, forward, and appropriately file budget reports with all appropriate governmental agencies.
9. Prepare Board Meeting related items including but not limited to:
  - a. Legal Postings.
  - b. Financial Reports as necessary to provide the Board of Directors adequate information to make appropriate financial decisions on behalf of the District.
  - c. Preparation of board packets for the meetings as appropriate.
  - d. Attend Board meetings as directed by the Fire Chief and/or the Board of Directors.
  - e. Completion and retention of board meeting minutes.
10. Oversee workers compensation claims.
11. Organize and provide all required documentation for annual workers compensation audit.
12. Maintain and assure appropriate levels of confidentiality in all District matters.
13. Establish and maintain positive, effective working relations with coworkers, the Fire Chief, the Board of Directors, the public, business community, and other governmental agencies.

14. Ability to work independently, schedule and prioritize multiple projects, and effectively manage time.
15. Be able to work in a safe manner, maintain a professional appearance, and positively represent the District at all times.
16. Perform other duties and assignments as directed by the Fire Chief.

**Mandatory Qualifications and Certifications:**

1. Possess (or able to obtain) and maintain a valid driver's license, with a satisfactory driving record.
2. Formal training in general accounting with minimum of an associate's degree in Finance, Accounting, or similar field of study.
3. Five years of experience with a majority of general accounting functions including budgeting, record keeping, and payroll.
4. Have the ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.

**Desired Qualification:**

1. Experience in government budgeting or finance.
2. Experience in Human Resources.
3. Familiar with Special District laws, regulations, functions, and procedures.

**Working Environment/Physical Requirements:**

1. Working hours for this position are Monday - Friday 7:30 am – 4:00 pm.
2. This position will involve sedentary, administrative work in an office environment.
3. Will involve periods of high mental and/or emotional stress.
4. Will demand frequent use of sensory activities such as talking, seeing, and hearing.
5. Requires close vision and the ability to adjust focus.
6. Position requires sitting, standing, walking, stooping/bending, pushing, pulling, lifting, reaching overhead, reaching away from body, and repetitive motion. Some accommodations can be made.

NOTE: The above job description is intended to represent key areas of responsibilities. Specific position assignments will vary depending on the needs of the District.

The beginning salary range for this position is \$48,000 - \$50,000 depending on experience. The District also offers a competitive benefits package including medical, dental, and 457 deferred compensation plan.

Please send completed application to [employment@bennettfirerescue.org](mailto:employment@bennettfirerescue.org). Position will close 11/30/2021.