



**DISCOVER HOW YOU CAN
MAKE A DIFFERENCE & SERVE THE COMMUNITY WHEN YOU
PURSUE A CAREER WITH VALLEY REGIONAL FIRE AUTHORITY AS THE**

ACCOUNTING ASSISTANT

POSITION OPEN UNTIL FILLED

PAY RANGE: \$6,634.21 – \$8,210.95 monthly

HIRING RANGE: \$6,634.21 – \$7,106.75 monthly

POSITION SUMMARY

This is a non-represented, non-exempt, full-time position with responsibility for financial and administrative support to the Valley Regional Fire Authority. Under the direction of the Accounting Supervisor, this position performs a wide variety of financial, administrative and customer service duties. Plans, organizes, coordinates and completes projects and tasks as assigned to provide support.

ESSENTIAL FUNCTIONS

- Process accounts payable and receivable: Enter invoices, verify invoices for payment, verify payment details, and ensure timely payments.
- Process medical billing: Reviews transport records and verifies all information is accounted for before sending to third party billing.
- Maintains budget accounts; keeps fund balance and detailed accounting of expenditures; orders supplies and equipment.
- Provides customer service at VRFA headquarters by assisting the public at the front counter and over the telephone, answering inquiries or referring them to the appropriate staff member.

EDUCATION REQUIREMENTS

- Graduation from high school or equivalent, AND two (2) years of successful work-related experience with an emphasis on accounts payable; OR a combination of education, experience, and training that would indicate the level of skills, knowledge, and abilities required to successfully perform all of the essential functions of the position.
- An Associate's degree in Business or a related field is preferred.
- Experience with Microsoft Office Suite preferred.
- Experience with Tyler Technologies ERP Pro 10 is desired.
- BARS or finance related experience in a local government is desired.

BENEFITS

The Valley Regional Fire Authority offers a comprehensive benefit package that includes paid medical, dental, and vision; HRA VEBA plan; deferred compensation program, paid time off, and many more excellent benefits!



TO REVIEW THE JOB DESCRIPTION & HOW TO APPLY PLEASE VISIT OUR WEBSITE: **WWW.VRFA.ORG/CAREERS**



The VRFA is an Equal Opportunity Employer. The HR Department will provide assistance in the recruitment, application, and selection process to applicants who request assistance by calling 253-288-5800