NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
866 Oriole Way – Incline Village, NV 89451-9439
(775) 831-0351 Fax (775) 831-2072 www.nltfpd.org
Ryan Sommers – Fire Chief

Job Description

Title:	Accounting Technician
Reports to:	Accounting Specialist/Manager & Fuels Division Chief
FLSA Status:	Non-Exempt
Safety Sensitive:	No
Schedule:	Full-time, Monday–Friday (flexible 4 or 5 workdays/week)
Classification:	N/A
Probation:	12 Months
Pay Range:	$22.26 – $29.98/hour DOE

General summary of the role
Under the direction of the Accounting Specialist/Manager, as well as the Fuels Division Chief, the Accounting Technician supports the District's financial operations through detailed and accurate accounting work. This position is responsible for a variety of accounting and administrative functions, including processing accounts payable and receivable transactions, managing purchasing and inventory for the Fuels Division, and assisting with financial reporting, audits, and process improvements. This role offers valuable growth opportunities for professionals seeking to develop their careers in accounting and financial management.

Job Responsibilities:
The following are typical types of duties performed by the role. These are intended as examples only and are not to be interpreted as exclusive or inclusive of the position's duties.

Accounting and Financial Operations:
- Process accounts payable and receivable transactions, including invoice review, coding, entry, and batch preparation for approval.
- Post journal entries and ensure proper account charging and documentation.
- Research and resolve discrepancies or inquiries from vendors, customers, and internal departments.
- Maintain and issue required forms for tax reporting purposes.
- Prepare, submit, and track reimbursement invoices related to Fuels programs and wildland fire activities.
- Reconcile AR and AP accounts to ensure accuracy and adherence to internal controls.
- Assist with month-end and year-end closings, financial reconciliations, and audit preparation.
- Ensure compliance with applicable federal, state, and local financial regulations and procedures.
- Provide technical support and guidance related to financial systems, transactions, and reporting.

Procurement and Inventory Management:
- Manage the purchasing of goods and services for the Fuels Division, including sourcing, pricing reviews, and vendor coordination.
- Create and manage purchase orders; track incoming orders and deliveries.
- Reconcile inventory counts and maintain accurate records of stock levels.
- Monitor and reorder inventory to ensure sufficient supply for operational needs.

Administrative and Customer Support:
- Respond to internal and external inquiries regarding account information, discrepancies, and general accounting processes.
- Maintain accurate and organized financial records, reports, and documentation.

- Support continuous improvement through the development and implementation of streamlined workflows and automated processes.
- Stay current with accounting best practices, regulations, and software updates through continued education and training.
- Perform other related financial and administrative duties as assigned in support of organizational goals.

Desirable Minimum Qualifications:

- 18 years of age.
- High School Diploma or GED certificate.
- Preferred associate's degree in accounting, finance, business, or a closely related field, or the equivalent work experience with 1-3 years of office or accounting experience, including data entry for AP & AR.
- Strong understanding of accounting principles and financial reconciliation processes.
- Adept in financial software, modern equipment, and communication tools used for business functions for program, project, and task coordination, including Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Strong communication and interpersonal skills, with the ability to interact professionally with staff, vendors, and the public.
- Discretion in handling confidential information.
- Excellent typing and 10-key abilities.

Working Hours:

The Accounting Technician position is hourly and follows a 40-hour workweek, with occasional travel, weekend, holiday work, and attendance at meetings outside regular scheduled hours.

Physical Requirements and Working Conditions:

- Maintain physical abilities and stamina to perform job tasks, including vision, hearing, body mobility, manual dexterity, and the ability to work in various conditions.
- Must not pose a direct threat to themselves, others, or public safety.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Note: This job description is subject to change and may not encompass all duties related to the position.