

North Hays County Fire/Rescue

Hays County E.S.D. 6
400 Sportsplex
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Dripping Springs, TX 78620
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June 26, 2024

Job Announcement: Accounts Payable Specialist Administrative Assistant / FLSA Status: Full-Time, Non-Exempt

Posting Closes at midnight on July 10, 2024

Job Summary:

The Accounts Payable Specialist manages all financial aspects of the fire department. This includes entering bills, processing mail, mailing certified checks, ensuring timely bill payment, and proper expense coding. The position also involves managing company officers' credit cards, adjusting credit limits as needed, reserving hotels for conferences and training, and organizing receipts. The Accounts Payable Specialist will report to and support the Office Manager.

Key Responsibilities:

1. Bill Management:

- Enter bills into the accounting system.
- Ensure all bills are coded correctly per the command staff's instructions.
- Verify and ensure timely payment of all bills.
- Mail off certified checks as required.

2. Mail Handling:

- Check and process incoming mail daily.
- Sort and distribute mail to appropriate departments.

3. Credit Card Management:

- Manage company officers' credit cards.
- Adjust credit limits based on requirements and approvals.
- Reconcile monthly credit card receipts with statements.

4. Conference and Training Arrangements:

- Reserve hotels for conferences and training sessions for department staff.
- Ensure all travel arrangements comply with department policies and budget.

5. Reporting and Support:

- Provide regular reports on accounts payable activities to the Office Manager.
- Assist with special projects and other duties as the Office Manager and Command Staff assigns.
- Maintain accurate and organized records of all financial transactions.
- Prepare annual audit documents.
- Assist with all department functions.
- Year-end bank loan documents.

Qualifications:

Education: High school diploma or equivalent; Associate's degree in accounting, finance, or a related field preferred.

Experience: A minimum of 2 years of experience in accounts payable or a related financial role is required. Proficient in QuickBooks is a must.

Skills:

- Strong organizational and time management skills.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word, Google).
- Excellent attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.

Other Requirements:

- Ability to pass a background check.
- Familiarity with local, state, and federal regulations related to financial transactions.
- Required to attain Open Meetings Act, Public Information Act, and Records Retention training within the employment probationary period

Working Conditions:

- **Environment:** Office setting within the fire department.
- **Physical Demands:** Primarily sedentary work, with occasional lifting of up to 20 pounds.
- **Schedule:** Monday to Friday, 8:00 AM to 5:00 PM, with occasional overtime/weekends as required.

Salary and Benefits:

- \$55,496 Starting Salary
- Comprehensive benefits package including employer-paid medical, dental, vision, and cancer policy, TCDRS Pension Retirement Plan: 7% contribution with 2.5 matching, paid time off, and professional development opportunities.

Application Process:

Interested candidates should apply online with their resume and a cover letter detailing their qualifications and experience.

<https://form.jotform.com/240716450837155>

Hays County ESD #6 is an Equal Opportunity Employer.

This job description outlines the primary duties and responsibilities of the Administrative Assistant / Accounts Payable Specialist and is not intended to be an exhaustive list. Hays County ESD #6 reserves the right to amend and change responsibilities as necessary to meet organizational needs.