Financial Support Specialist

1207.1 DESCRIPTION

Job Title:Financial Support Specialist

Supervisor: Deputy Fire Chief

Position Classification: Civilian, Non-supervisory

Employment Status: Full-Time, Hourly, Non-Exempt

Version: November 2026

1207.2 GENERAL SUMMARY

Under the direction of the Deputy Fire Chief, the Financial Support Specialist (Finance) performs financial, accounting, and administrative functions in support of the District's daily business operations. Primary responsibilities include payroll processing, accounts payable, billing, accounts receivable, employee benefits administration, retirement reporting, account reconciliations, and financial recordkeeping.

The position prepares financial reports and supporting documentation, assists with budget preparation and monitoring, participates in financial audit preparation, and performs assigned human resources and administrative functions. Responsibilities require accuracy, attention to detail, confidentiality, independent organization of assigned work, and adherence to established District policies, financial controls, and applicable reporting requirements.

The Financial Support Specialist provides administrative and project support to the Fire Chief, Deputy Fire Chief, Board of Trustees, and other District personnel as assigned. The position works collaboratively with other administrative personnel to provide reception services, public assistance, records maintenance, District event coordination, and general office support.

The position develops and maintains working knowledge of the District's financial and administrative systems, procedures, and reporting requirements. Through cross-training, professional development, and progressively responsible assignments, the Financial Support Specialist supports continuity of administrative operations and assists with improving the accuracy, efficiency, and consistency of District business processes.

1207.3 MINIMUM QUALIFICATIONS

- Must be at least 21 years of age at the time of hire.
- High school diploma or GED equivalent.
- Must possess a valid driver's license at the time of application, obtain a valid Utah Driver's License upon hire, and meet NTFD driving requirements.
- Associate's Degree in Accounting, Finance, or a closely related field.

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- At least two years of experience in accounting, bookkeeping, payroll, finance, or related work involving financial transactions and records.
- Working knowledge of accounting principles, financial transactions, account reconciliations, and financial reporting.
- Proficiency in Microsoft Office, including Word, Excel, and Outlook.
- Experience compiling and managing data using spreadsheets, accounting software, internal reporting tools, or digital records management systems.
- Ability to independently organize assigned work, manage multiple responsibilities, and meet established processing and reporting deadlines.
- Ability to maintain confidentiality and appropriately handle sensitive financial, payroll, personnel, and District records.
- Experience providing customer service and the ability to communicate professionally with District personnel and the public in person, by telephone, and in writing.

1207.4 PREFERENCES

- Bachelors degree, or relevant coursework, in accounting, finance, business administration, public administration or a related field.
- Previous employment with a fire district, special district, municipality or other local government agency.
- Experience with governmental accounting, fund accounting, budget preparation and monitoring, financial reporting, and audit preparation.
- Experience independently processing payroll, accounts payable, billing, accounts receivable, and account reconciliations.
- Familiarity with Caselle or comparable government accounting and payroll software.
- Familiarity with Utah Retirement Systems (URS) procedures and public-sector financial reporting requirements.
- Experience with human resources administration, recruitment, onboarding, and personnel recordkeeping.
- Familiarity with Utah special district requirements, the Government Records Access and Management Act (GRAMA), records retention requirements, and public meeting procedures.
- Experience preparing reports, financial summaries, meeting materials, and supporting documentation for a Board of Trustees or other governing body.
- Completion of, or progress toward obtaining, relevant professional certifications or training in accounting, bookkeeping, payroll, governmental finance, or human resources, such as the Fundamental Payroll Certification (FPC) or Associate Professional in Human Resources (aPHR).

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1207.5 CONDITIONS OF EMPLOYMENT

- Must be legally authorized to work in the United States.
- Must successfully complete a criminal background check in accordance with District policy and applicable laws.
- Following a conditional offer of employment, must complete any pre-employment medical examination required for the position in accordance with District policy and applicable laws.

1207.6 ESSENTIAL FUNCTIONS

Payroll, Employee Benefits, and Retirement

- Prepare and process District payroll, including reviewing time records, pay adjustments, deductions, allowances, and supporting documentation.
- Research and resolve payroll discrepancies, prepare necessary corrections, and respond to employee payroll questions.
- Maintain accurate payroll records and complete payroll reconciliations, required tax reporting, and year-end processing.
- Administer employee benefit enrollments, changes, and terminations in accordance with District policies and benefit plan requirements.
- Reconcile employee and employer benefit contributions, insurance premiums, payroll deductions, and related financial records.
- Process Utah Retirement Systems (URS) contributions, employee savings plan contributions, and required retirement reporting.
- Maintain accurate employee compensation, benefit, leave, and retirement records.
- Coordinate with payroll service providers, benefit providers, retirement representatives, and other agencies to resolve discrepancies and maintain accurate records.
- Monitor payroll, benefits, retirement, and tax reporting deadlines and ensure required submissions are completed accurately and timely.

Accounts Payable, Billing, and Accounts Receivable

- Process vendor invoices, verify supporting documentation and account coding, and prepare payment batches for required review and approval.
- Maintain vendor records,resolve invoice discrepancies, and respond to vendor payment inquiries.
- Prepare customer invoices and other District billings, record payments, and maintain accounts receivable records.
- Monitor outstanding balances, prepare aging reports, and conduct follow-up in accordance with District procedures.

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- Process impact fee transactions and maintain associated financial records and supporting documentation.
- Process receipts and deposits and complete related account reconciliations.
- Review and reconcile purchasing card transactions and vendor statements, ensuring required supporting documentation is maintained.
- Coordinate accounts payable, billing, and accounts receivable activities with the Administrative Support Specialist to maintain accuracy, consistency, and continuity of operations.

Accounting and Financial Reporting

- Maintain accurate accounting records in accordance with established governmental accounting principles, District policies, and applicable financial reporting requirements.
- Prepare account reconciliations, including bank accounts, general ledger accounts, payroll liabilities, employee benefits, and other financial accounts.
- Research and resolve discrepancies between accounting records, supporting documentation, and external financial statements.
- Prepare journal entries, account adjustments, and other financial corrections for required review and approval.
- Complete assigned monthly and year-end accounting processes and prepare financial statements, reports, and supporting schedules.
- Compile and analyze financial information, identify discrepancies or unusual transactions, and report concerns to the Deputy Fire Chief.
- Maintain organized financial records and documentation supporting transactions, approvals, account balances, and reporting requirements.
- Follow established financial controls and route transactions, adjustments, payments, and other financial activities through required review and approval procedures.

Budget and Audit Support

- Assist the Deputy Fire Chief with preparation of the District's annual budget and long-term financial plans.
- Compile departmental budget requests, financial projections, historical financial information, and supporting documentation.
- Monitor revenues, expenditures, and budget balances; identify variances and communicate potential concerns to the Deputy Fire Chief.
- Maintain budget records and assist with preparation of budget amendments, financial summaries, and expenditure projections.
- Prepare financial reconciliations, audit schedules, supporting documentation, and other information required for annual financial audits and regulatory reviews.
- Assist with financial audits, workers' compensation audits, payroll audits, and other financial or compliance reviews.

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- Research and respond to auditor requests as assigned, maintain supporting documentation, and assist with implementing approved corrective actions.
- Compile financial information and supporting documentation for grant reporting, reimbursement requests, and other funding requirements as assigned.

Human Resource and Administrative Support

- Perform assigned human resources administrative functions in coordination with the Deputy Fire Chief and the District's human resources provider.
- Assist with recruitment, hiring, onboarding, employee changes, and separation processes, including preparation and maintenance of required documentation.
- Maintain accurate and confidential personnel, compensation, benefits, and employment records.
- Process employee status changes, compensation adjustments, leave records, and other approved personnel transactions.
- Assist with maintaining employee evaluation schedules, required documentation, and related administrative records.
- Prepare employment verifications, personnel correspondence, forms, and other administrative documentation as assigned.
- Assist with the implementation and maintenance of approved personnel policies, procedures, and administrative processes.
- Monitor assigned administrative reporting requirements, renewals, certifications, and compliance deadlines.
- Provide employees with information regarding established payroll, benefit, leave, and administrative procedures, referring matters requiring interpretation or approval to the appropriate personnel.

Purchasing, Contracts, and Project Support

- Process approved purchases and maintain purchasing records, vendor documentation, and supporting approvals in accordance with District policies.
- Obtain pricing, quotes, and supporting information for proposed purchases, contracts, and District projects as assigned.
- Maintain contract records, renewal schedules, financial obligations, and associated documentation.
- Assist with tracking capital projects, grant-funded projects, and other District expenditures, including approved budgets, payments, and financial commitments.
- Provide financial and administrative support for assigned District projects, including tracking costs, deadlines, milestones, and required documentation.
- Identify discrepancies, potential delays, or financial concerns and communicate them to the Deputy Fire Chief.

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- Coordinate with District personnel and vendors to obtain information, resolve routine issues, and complete assigned purchasing and project-related activities.

Board of Trustees, Policies, and District Records Support

- Assist with the preparation, organization, and distribution of Board of Trustees meeting materials, including agendas, Board packets, financial reports, resolutions, correspondence, and supporting documentation.
- Attend Board of Trustees meetings and other public meetings as assigned and assist with preparation and maintenance of meeting minutes and related records.
- Assist with required public notices, meeting postings, and maintenance of Board records in accordance with established procedures and applicable requirements.
- Assist with drafting, updating, formatting, and maintaining District policies, procedures, forms, and internal documentation.
- Support preparation of the District's Annual Report through financial reporting, data collection, drafting, and compilation of supporting information.
- Assist the District's designated Records Officer with locating, compiling, and organizing records in response to Government Records Access and Management Act (GRAMA) requests.
- Maintain assigned records in accordance with District retention schedules, confidentiality requirements, and authorized records management procedures.

Reception, Pubic Assistance, and General Office Support

- Share reception and office coverage responsibilities with other administrative personnel, including answering and directing telephone calls, taking messages, greeting visitors, and responding to routine public inquiries.
- Provide accurate information regarding District services, office procedures, billing, payments, and other matters within the position's responsibilities.
- Assist the public with forms, payments, and routine requests in accordance with District procedures.
- Refer questions requiring technical expertise, confidential information, policy interpretation, or additional authority to the appropriate District personnel.
- Receive, sort, and distribute incoming mail, correspondence, and documents.
- Perform filing, scanning, copying, document assembly, routine correspondence, and data entry.
- Maintain organized paper and electronic records so information is accurate, accessible, and appropriately secured.
- Assist with records storage, authorized disposal, and shredding of confidential documents in accordance with District procedures.
- Assist with maintaining office supplies and orderly reception, filing, storage, and shared work areas.

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- Provide administrative support to District personnel to maintain consistent office coverage and timely completion of assigned responsibilities.

Events and Community Requests

- Work collaboratively with other administrative personnel to schedule, plan, and coordinate District events, including employee parties, recognition activities, retirement celebrations, open houses, and other assigned functions.
- Receive and document public requests for firefighter appearances, station tours, demonstrations, and community participation.
- Coordinate event details, required approvals, staffing, and apparatus availability with appropriate District personnel.
- Assist with maintaining event calendars, planning timelines, task lists, and supporting documentation.
- Coordinate venues, vendors, food, supplies, invitations, participant information, setup, and cleanup as assigned.
- Prepare proposed event budgets for review and approval, track approved expenditures, and maintain supporting financial documentation.
- Coordinate event announcements, promotional materials, and public information with the Public Information Officer and other appropriate District personnel.
- Confirm arrangements, communicate event details and schedules, and provide event support and follow-up.

Administrative Systems and Command Staff Support

- Maintain working knowledge of the District's assigned financial, payroll, benefits, and administrative software systems.
- Assist with the implementation, maintenance, and improvement of administrative systems, digital forms, reporting tools, and business processes.
- Coordinate financial and administrative system issues with appropriate service providers and District personnel.
- Provide administrative and project support to the Fire Chief, Deputy Fire Chief, and other Command Staff members as assigned, including research, correspondence, document preparation, scheduling, data collection, and follow-up.
- Assist with preparation of District communications, website updates, public information materials, and other administrative publications as assigned.
- Coordinate with Captains, the Fire Marshal, and other District personnel to obtain required information and complete assigned administrative functions.
- Track assigned responsibilities, communicate progress, and promptly identify missing information, delays, or competing deadlines.
- Refer conflicting work priorities or matters requiring additional authority to the Deputy Fire Chief for direction.

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Cross-Training, Professional Development, and Continuity of Operations

- Participate in cross-training and professional development to expand knowledge and proficiency in District financial, accounting, and administrative functions.
- Maintain working knowledge of recurring processing cycles, reporting requirements, system procedures, and established deadlines.
- Develop, maintain, and update written procedures, checklists, and reference materials for assigned functions.
- Cross-train with other administrative personnel to provide backup coverage and maintain continuity of District operations.
- Complete progressively responsible assignments to expand technical knowledge, strengthen problem-solving skills, and improve proficiency in business processes.
- Identify opportunities to improve accuracy, efficiency, consistency, and effectiveness of administrative and financial procedures and recommend improvements to the Deputy Fire Chief.
- Perform other related financial and administrative duties as assigned.

1207.7 WORKING CONDITIONS

Work is primarily performed in an office environment within an operating fire station. Responsibilities may require visits to other District facilities, attendance at meetings, community events, and other assigned activities. The work environment is generally quiet to moderate, with occasional exposure to apparatus noise and outdoor conditions.

The work schedule is established according to District needs and may require occasional evening meetings, weekend events, or work outside regular business hours to support District activities and administrative responsibilities. Hybrid work arrangements may be permitted with District approval, subject to organizational needs and assigned public-facing responsibilities.

This is a non-response position and does not require emergency scene response, incident command, or hazardous firefighting duties.

1207.8 PHYSICAL DEMANDS

The physical demands described here are representative of those required to perform the essential functions of this position, with or without reasonable accommodation.

Duties primarily involve prolonged sitting, frequent computer and telephone use, document handling, and regular communication with District personnel and the public. Occasional standing, walking, reaching, and lifting or moving office materials weighing up to 25 pounds may be required.

1207.9 COMPENSATION AND BENEFITS

This position is classified as a full-time, hourly, non-exempt employee of North Tooele Fire District. Compensation shall be established in accordance with District policies, applicable laws, and the annual budget approved by the Board of Trustees.

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The employee shall be eligible for District benefits, including applicable leave, insurance, and retirement programs, in accordance with established District policies and benefit plan provisions.

All hours worked, including work performed outside regularly scheduled hours, shall be accurately recorded and compensated in accordance with applicable wage and hour laws and District policies.

1207.10 DISCLAIMER

This job description is intended to describe the general nature and responsibilities of the position and is not an exhaustive list of all duties, responsibilities, or requirements. Additional duties may be assigned as necessary, provided they are consistent with the position's administrative responsibilities, delegated authority, and non-response designation.

This job description does not constitute an employment contract or alter the at-will nature of employment with the District.

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