



JOB ANNOUNCEMENT FINANCE SPECIALIST

Ready to be part of this high-performing, dedicated, and passionate organization where you can progress further in your career; be a part of high-functioning teams that are empowered to help progress RFFRA; where there is room for training, education, and job advancement. Here is your chance. RFFRA is currently recruiting to fill the following position:

Finance Specialist

General Responsibilities:

The Finance Specialist performs various accounting and finance-related duties, including accounts payable and receivables, taxes, processing payroll, preparing benefit payments and reports, completing payroll tax returns and reports, and bank and payroll reconciliations. This position assists with the month and year-end close processes, annual financial audits, and budget preparation. The Finance Specialist has access to sensitive documents and records and must maintain a high level of confidentiality.

Location: Roaring Fork Fire Rescue Authority, 1089 JW Drive, Carbondale

Work Schedule: 8:30 am – 4:30 pm, Monday through Friday, with some flexibility

Minimum Qualifications:

The candidate **must** have the following minimum qualifications*:

1. Minimum of a Bachelor's Degree in accounting or a related field
2. Four (4) years of related accounting experience (preferably in a special district or government)
3. Valid Colorado Driver's License (or ability to obtain within 30 days of employment)
4. Experience in Microsoft Office applications (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, QuickBooks
5. Certified Payroll Professional designation preferred

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered



Finance and Human Resource Assistant	Non-Exempt	STEP 1	STEP 2	STEP 3
		\$76,200.00	\$80,010.00	\$84,010.50
		\$36.63	\$38.47	\$40.39

****When determining compensation, RFFRA evaluates training, education, experience, and internal equity to determine hiring wage. THE HIRING RANGE IS FROM STEP 1 OF THE SALARY RANGE TO STEP 3 OF THE SALARY RANGE.**

****One time only sign-on bonus of \$1500.00****

Full-time employees are offered a very extensive benefit package that includes:

- 100% paid health, dental, and vision insurance for employees only, and reduced cost for family members
- Up to **200** hours of accrued paid time off, and up to **39** hours of extended leave hours, annually for the first five years
- Basic life and voluntary accidental death and dismemberment insurance,
- Mission Square retirement plan with **15% employer contribution**
- 10 paid holidays
- Employer paid Short- and Long-Term Disability

Contact Information:

Renee Thomas, HR Director, 970-340-7048 rthomas@roaringforkfire.org

Submittal Requirements:

Authority Application

<https://www.roaringforkfire.gov/rffr-employment-application>

Updated Resume

Copies of Certifications/Degrees

All of the submittal requirements must be submitted with the application

Application Deadline: Applications must be received at the Authority Office at 1089 JW Drive, Carbondale, CO 81623 no later than, **November 5, at 4:00 pm.**

****Employee Housing opportunities may be available, at 50% below the current market cost. ****