



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

### Finance Specialist - Payroll Pay Grade 28 (Non-exempt)

Est. Starting Salary \$ 38,040/ann  
(Paid at the rate of \$18.29/hr)  
**\*Plus Excellent Benefits Package\***

**Primary Function:** The Finance Specialist (Payroll) is responsible for performing administrative and technical-level support duties that influence and affect payroll and finance related processes and functions.

#### Minimum Qualifications:

- High school diploma or GED.
- Associate degree in business or related field from an accredited college or university recognized by the U.S. Department of Education and/or Certified Payroll Professional designation;  
and  
Two (2) years full-time work experience in payroll and/or finance function.  
or  
An equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above.
- Advanced computer skills utilizing Microsoft Office Suite with proficiency in the use of Excel.
- Must possess and maintain a valid Arizona Driver License with good driving record.

#### Preferred Qualifications:

- Public sector payroll or finance experience.
- Experience utilizing the ADP Workforce Now ADP-Pay Expert or similar payroll processing system.
- Experience utilizing an electronic time and attendance keeping system.

Complete [job description](http://www.grfdaz.gov) is available online at [www.grfdaz.gov](http://www.grfdaz.gov).

#### How to Apply:

Complete the 2-step application process through the ADP website [here](#) or access through the Golder Ranch Fire District website. The application process includes: 1) completion of all application questions, and 2) attaching a copies of your cover letter, résumé (*detailing your work history and qualifications by month and year*).

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

#### Application Deadline

**Open Until Filled**

**First Screening – Wednesday, June 06, 2018**

**Golder Ranch Fire District**

**Attn: Human Resources**

**3885 E. Golder Ranch Drive**

**Tucson, Arizona 85739**

**Ph: (520) 825-9001**

"Proudly serving the communities of Oro Valley, Catalina and SaddleBrooke"

3885 E. Golder Ranch Drive Tucson, AZ 85739 (520) 825-9001



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**Selection process may consist of:**

Application and resume screening, skills assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, litigation history, etc.), drug screen, and reference checks.

*Each applicant will be contacted by phone, mail or e-mail regarding his/her status in the application/selection process as it is determined by the organization.*

**Benefits for this position include:**

Medical, Dental & Life Insurances. Employee Assistance Program (EAP), Paid Sick Leave, Paid Vacation Leave, 11 Paid Holidays, Arizona State Retirement System (ASRS), and the opportunity to participate in self-funded 457 Plan programs and a variety of supplemental insurance plans.

***Golder Ranch Fire District is a Tobacco Free Workplace  
and an Equal Opportunity Employer***