GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

Golder Ranch Fire District is seeking one (1) Finance Specialist to join our community-driven team! Starting title and rate dependent on qualifications, experience, and skill sets of selected candidate. Candidates may be considered for one of the following positions:

Finance Specialist I	Finance Specialist II
Starting Hourly Rate $22.44	**Starting Hourly Rate $25.69**
Plus Excellent Benefits Package	***Plus Excellent Benefits Package***

Job Title: Finance Specialist I or II	**Department:** Finance
Reports to: Finance Supervisor	**Status/FLSA:** Full-Time/Non-Exempt
Supervises: None	**Safety Sensitive:** Yes

Join our growing team and make a real impact every day at Golder Ranch Fire District!

Benefits for this position: **We have an amazing benefits package, worth approximately 35% of your salary!**

- **Arizona State Retirement System (ASRS) with up to 12% match**
- **Medical, Dental, Vision, and Life Insurances**
- **Paid Time Off (PTO) accrual at 10 hours per pay period (260 hours per year), and 12 Paid Holidays annually (birthday included)**
- **District paid concierge healthcare service for you and your family**
- **Opportunity for continued education reimbursement**
- **Option to participate in additional self-funded retirement plans and a variety of supplemental insurance plans**

The best benefit of all is our people! Join an amazing team of dedicated colleagues and courageous first responders who serve our community with commitment and heart. This is more than a job — it's an opportunity to be part of a collaborative, mission-driven organization where you'll work alongside people you genuinely enjoy while making a direct impact on public safety and community well-being.

Finance Specialist I Job Summary:

The Finance Specialist I performs foundational, transactional, and administrative accounting functions that support the District's day-to-day financial operations. Working under the close direction of the Finance Supervisor, this position is responsible for accurate processing, documentation, and maintenance of routine financial transactions across accounts payable, accounts receivable, payroll support, cash receipts, and general ledger activities.

The Specialist I focuses on data accuracy, compliance with established procedures, and customer service, ensuring that financial records are complete, timely, and audit-ready. This role does not independently analyze financial trends or develop financial recommendations but instead provides reliable transactional support that enables higher-level financial analysis and reporting.

Finance Specialist I Duties/Responsibilities:

- Performs routine accounting and payroll transactions across accounts payable, accounts receivable, payroll support, cash receipts, and general ledger functions in accordance with established policies, procedures, and internal controls.
- Accurately processes invoices, payments, payroll-related entries, and cash transactions, ensuring completeness, proper coding, and timely entry into the financial system.
- Maintains organized financial records and supporting documentation to ensure audit readiness and compliance with state and District retention requirements.
- Completes routine reconciliations and identifies discrepancies, escalating non-routine or complex issues for review and resolution.
- Provides customer service and informational support to internal and external stakeholders regarding standard finance and payroll inquiries.
- Serves as operational backup for other Finance Specialist positions when needed, performing assigned functions under direction and within established procedures.
- Follows documented workflows and internal controls, ensuring consistency, accuracy, and compliance across financial operations.
- Performs other related duties as assigned in support of Finance Department operations.

Finance Specialist I Minimum Qualifications:

- Associate's degree in accounting, Finance, or related field from an accredited college or university recognized by the U.S. Department of Education.

and

- Two (2) years work experience in accounts payable, accounts receivable, payroll, and general ledger

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...
- Must possess and maintain a valid Arizona Driver License with good driving record.

Finance Specialist I Preferred Qualifications:

- Bachelor's degree in accounting, Finance or related field from an accredited college or university recognized by the U.S. Department of Education.
- Governmental Fund Accounting experience
- Experience using HR and Payroll Information System(s)
- Experience utilizing a time and attendance record keeping system
- Experience using (Abila) Sage MIP Fund Accounting software

Finance Specialist II Job Summary:

The Finance Specialist II performs intermediate-level accounting and payroll functions that require independent judgment, problem-solving, and technical application of accounting principles. Working under the general direction of the Finance Supervisor, this position is responsible for owning complex operational processes, including bi-weekly payroll processing, general ledger maintenance, reconciliations, and internal financial reporting.

The Specialist II serves as a technical resource and operational backup for Finance Specialist I functions and assists with financial reporting, audit preparation, and cross-departmental coordination. This role begins to identify discrepancies, resolve non-routine issues, and improve workflow efficiency, while still operating within established financial frameworks and policies.

Finance Specialist II Duties/Responsibilities:

- Independently performs intermediate-level accounting and payroll functions, applying accounting principles and judgment to ensure accuracy, compliance, and timely processing.
- Processes and administers bi-weekly payroll operations, including reconciliations, adjustments, garnishments, reporting, and coordination with external payroll providers.
- Maintains and reconciles general ledger and bank accounts, investigating variances, resolving discrepancies, and documenting corrective actions.

- Assists in preparing internal financial reports, schedules, and audit support documentation, ensuring data accuracy and consistency.
- Identifies process inefficiencies, control gaps, or recurring issues, and recommends or implements workflow improvements within operational finance functions.
- Serves as a technical resource and operational backup for Finance Specialist I duties and may assume Finance Specialist III transactional responsibilities when needed.
- Responds to more complex payroll and finance inquiries, interpreting policies and applying sound judgment to resolve issues.
- Supports Finance leadership with cross-functional coordination, financial data preparation, and continuity of operations.
- Performs other related duties as assigned.

Finance Specialist II Minimum Qualifications:

- Associate's Degree in Accounting, Finance, or related field from an accredited college or university recognized by the U.S. Department of Education

and

- Three (3) years work experience in accounts payable, accounts receivable, payroll, and general ledger

or

- An equivalent combination of education, experience, and training sufficient to successfully perform the essential duties of the job such as those listed above.
- Experience using accounting software with multiple sub-ledgers.
- Advanced computer skills utilizing Microsoft Office Suite.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

Finance Specialist II Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, or related field from an accredited college or university recognized by the U.S. Department of Education.
- Governmental Fund Accounting experience.
- Experience using HR and Payroll Information System(s)
- Experience using a time and attendance system
- Experience using (Abila) Sage MIP Fund Accounting software.

Apply by clicking: HERE

First review of applications: 11/30/2026

If enough applications are received, posting will close.

All contact with applicants will be via email. No walk-in applications will be accepted.

If you do not meet the minimum qualifications of this position, you will not continue in the process.

Veterans' Preference Documentation Requirements: In accordance with A.R.S. §38-492, applicants requesting Veteran's Preference must submit required supporting documentation at the time of application. Within the application, applicants must upload documentation verifying military service and eligibility, such as:

- DD Form 214 or DD Form 215 (showing discharge status and dates of service), and/or
- VA or DoD disability letter (if claiming preference as a disabled veteran or service-connected disability), and/or
- Other official documentation that confirms eligibility for Veterans' Preference under Arizona law.

The District cannot apply Veterans' Preference if required documentation is not received with application submission.

Safety Sensitive: This job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). This job may require the operation of a motor vehicle, equipment, machinery, or

power tools. An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

Selection process may consist of: Application screening, skills assessment, credibility 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, etc.), physical examination, drug screen, and fingerprint checks.

Candidate Notification: All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. In case we need to reach you by phone, please ensure your voicemail is set up and not full.

Reasonable Accommodation Request: Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6.

Golder Ranch Fire District is a Drug and Tobacco-Free Workplace, and an Equal Opportunity Employer