



WE ARE HIRING!

PART-TIME ACCOUNTS PAYABLE/ RECEIVABLE ASSISTANT

Hours:

2 - 3 days per week – In-Office
(16 to 24 hours)

Salary:

\$30.00 to \$35.00 per hour, based
on experience

Benefits:

- This is a non-benefited position
- One-time \$250.00 uniform allowance

Location:

808 Portola Rd
Portola Valley, CA

Accepting applications on:

- CalOpps.org
<https://www.calopps.org/woodside-fire-protection-district/job-20525911>

Selection Process:

All applications will be reviewed for relevant experience, education and job-related qualifications. The most qualified applicants will be invited to interview with our Finance Department.

Woodside Fire Protection District established in 1925 operates three fire stations with a staff of almost 70 members, including Suppression and Administration. Our Department covers 32 square miles and serves a population of 25,000 within Woodside, Portola Valley, Emerald Hills, Ladera, Los Trancos, Skyline and Vista Verde. Our Administrative Offices are located in the beautiful surroundings of Portola Valley.

Our staff is committed to our community where we play an integral part in providing Emergency response, fire prevention programs that include education preparedness, and defensible space awareness, as well as community outreach. Our members provide outstanding service to the community with respect, integrity, professionalism, honor, high standards and enthusiasm.

About the role:

This new part-time position of Accounts Payable/Receivable Assistant is a non-benefited position and will work directly with our Finance Manager. The work schedule will be 16 to 24 hours per week at our Portola Valley offices. Previous experience with accounts payable and payroll processing is highly desired. This is an excellent opportunity for someone who is looking to build a career in the public finance profession.

Position Highlights:

- Process Accounts Payable: monitor due dates to ensure accurate and timely processing of vendor payments.
- Prepare bank deposits.
- Complete invoicing for collection of revenues.
- Maintain filing system including accounts payable, receivable and payroll supporting documents, and other reports.
- Assist as backup to payroll processing.
- Assists Finance Manager for month-end closing entries and annual audit preparation.
- Performs other related duties as assigned.

Education and Experience:

- Associate's Degree in Accounting preferred, or
- At least two years of related experience.

EQUAL OPPORTUNITY EMPLOYER