



North County Regional Fire Authority

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North County Fire & EMS is seeking a **Payroll & Accounting Coordinator** to join our Administration team in support of our public safety mission. In this role, you'll be responsible for ensuring the accurate and timely processing of twice monthly payroll for approximately 120–140 employees, accounts payable for an average of 120 invoices and 30 corporate purchase cards monthly, and other assigned accounting support. In addition, you will be an integral part of the multi-division team implementing a new Human Resources Information System (HRIS), including payroll administration, in the second half of 2025 and into early 2026.

We are looking for someone who brings end-to-end payroll administration experience, relentless attention to detail, a collaborative, service-driven spirit, and who is technology-driven to leverage it to its maximum in administration processes. If you are someone who takes pride in accurate work, thrives in a public service environment, and enjoys supporting systems that help others do their best work, we encourage you to apply for this rare opportunity to join an amazing team with future career opportunities.

This position plays a critical role in upholding the agency's commitment to professionalism, employee service, transparency, and fiscal stewardship. You'll work closely with other internal departments, including Human Resources and command staff, to provide clear, accurate, and responsive service related to payroll, timekeeping, vendor payments, receivables, and other assigned accounting responsibilities.

As the subject matter expert for payroll within our HRIS system, you'll be the first point of contact for employees with payroll questions and will take the lead in maintaining compliance with state and federal regulations, labor agreements, and internal financial policies. This position also supports the agency's accounting operations by reviewing and processing vendor invoices, reconciling monthly credit card transactions, and assisting with audit preparation and other routine accounting administration and reporting.

Please review the complete job description included with this position announcement for the full minimum requirements and the essential functions of the position.

SUMMARY OF QUALIFICATIONS

- At least three years of payroll administration experience in an organization of 75 or more employees
- An associate's degree in accounting or a related field (or additional experience in lieu of a degree)
- Familiarity with public sector financial practices is highly valued

Join us in supporting the essential work of our emergency services personnel by ensuring they are paid accurately and on time, and by upholding the financial integrity of our organization.

SALARY & APPLICATION DETAILS

- **Salary Range:** The full salary range (annualized) for this position is **\$96,847 (Pay Step 1) to \$125,277 (Pay Step 14)**. The selected candidate is anticipated to start at Pay Step 1; however, the starting Pay Step within the salary range is based on their qualifying education, training, and prior experience in a comparable position.
- **Comprehensive Benefits Package:** We are proud to offer a competitive and comprehensive benefits

package, including:

- **Medical, Dental, & Vision Insurance** – 100% employer-paid coverage for employees and 90% coverage for eligible dependents
- **Washington State Public Employees Retirement Plan (PERS)** – Pension plan with an Option to choose either PERS 2 or PERS 3
- **Deferred Compensation (457(b) Plan)** – Employer contribution equal to 5% of your base salary
- **HRA VEBA Benefits** – Employer contribution of \$334 per month
- **Employer-Paid Insurance** – Life and Accidental Death & Dismemberment (AD&D) insurance
- **Generous Leave Accruals** –
 - Vacation: Starting at 6 hours per month
 - Sick Leave: Starting at 1 day per month
- **11 Paid Holidays plus 1 Paid Personal Holiday**
- **Plus Supplemental Benefits** – Available at Employee cost
- **Application Deadline:** The recruitment will remain open until it is filled or until the posting is closed. To be considered in the first selection cycle, please submit an [application](#) (available at NCRFA.com), cover letter, and resume to HR@ncrfa.com no later than **July 18, 2025**.



Position Title	PAYROLL AND ACCOUNTING COORDINATOR
Reports To:	Finance Director
FLSA Status:	Non-Exempt
Affiliation:	Non-Represented
Effective Date:	Revised: n/a; Established: 06/25/2025

POSITION PURPOSE

Under the direction of the Finance Director, the Payroll and Accounting Coordinator is responsible for the accurate and timely processing of payroll for North County Regional Fire Authority (NCRFA) employees and payments to payroll and other vendors through administration of accounts payable and other accounting administrative responsibilities.

This position reflects the Administration's priority of providing a professional, accurate, and welcoming employee experience, so that employees' questions and concerns are quickly and accurately resolved and vendors paid, instilling confidence that payroll and accounting responsibilities are accurately and timely administered. The position also ensures compliance with NCRFA policies and procedures, the applicable collective bargaining agreements and related agreements, state and federal regulations, labor standards, retirement system requirements, and internal financial policies.

SUPERVISORY RESPONSIBILITIES

None.

SPECIFIC DUTIES, ACCOUNTABILITIES, AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following:

Payroll Duties (Primary Function):

- Acts as the initial point of contact for employees and command staff, receiving service inquiries and resolving matters related to payroll, scheduling, and time keeping in a knowledgeable and inviting approach; regularly coordinates and interacts with command staff, Commissioners, internal departments (HR, Support Services, etc.) and external vendors.
- Works closely with Human Resources to ensure appropriate segregation of duties related to personnel actions, initiates and audits various payroll and HR system personnel actions, and collaborates to ensure timely and accurate employee records and alignment between payroll and personnel actions (e.g., new hires, terminations, status changes).

- Conducts weekly validation of time records, work schedules versus actuals, and coordinates with Human Resources to accurately monitor employees using paid and unpaid time off during various Leaves; promptly addresses incomplete entries and discrepancies of compliance with applicable rules and policies.
- Prepares, processes, and audits semi-monthly payroll for 120–140 employees in accordance with applicable laws, collective bargaining agreements, and NCRFA policies.
- Accurately calculates and processes earnings, deductions, leave accruals, overtime, and retroactive pay.
- Maintains employee payroll records in accordance with state and federal requirements and as directed by NCRFA's Public Records Officer.
- Submits required payroll reports and remittances to benefit vendors and others, including federal and state agencies (including the Internal Revenue Service, Washington Department of Labor and Industries, the Department of Retirement Systems, and Employment Security).
- Reconciles payroll accounts, investigates discrepancies, and prepares journal entries for Finance Director approval.
- Assists with monthly, quarterly, and/or year-end processing including W-2s, ACA reporting, and other compliance-related filings and assists the Finance Director with related audit materials by state or federal agencies.
- Supports the implementation and testing of HRIS functionality, including payroll. Acts as the subject matter expert regarding payroll functionality of the Human Resources Information System and participates in cross-system collaboration between payroll functionality and HR functionality of the system (onboarding, core HR, etc.).

Accounts Payable and other Accounting Duties:

- Reviews and codes vendor invoices in accordance with budgeted account lines and RFA procedures.
- Prepares batches of invoices for approval and payment by the Finance Director, ensuring proper documentation and authorization.
- Reconciles monthly credit card statements, responds to vendor inquiries, and maintains accurate and organized records.
- Develops internal processes, forms, and resources designed to ensure timely and accurate reimbursement and documentation of credit card and vendor account transactions.
- Trains and assists employees at all levels of the organization in complying with NCRFA policies and procedures related to accounts payable and responsible stewardship of NCRFA funds.
- Assists with accounts receivable questions and coordination with external billing services.
- Assists with reconciling training center use and preparing billing and related financial transactions.

General and Administrative Duties:

- Maintains confidentiality of sensitive employee and financial information.
- Supports internal and external audits by preparing payroll, accounts receivable, and accounts payable documentation as requested.

- Provides backup coverage for finance, human resources, and other areas of Administration as assigned.
- Identifies opportunities to improve processes and supports the Finance Director in implementing operational efficiencies.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

To succeed in this role, individuals must effectively perform the essential functions listed. Required knowledge, skills, and abilities are outlined below. Reasonable accommodation is available for individuals with disabilities by contacting HR at HR@ncrfa.com.

Knowledge of:

- Federal, state, and local payroll and accounting laws and regulations, including those pertaining to Washington public sector organizations.
- Payroll and accounting best practices.
- Accounting systems, preferably Springbrook Express, payroll systems, time scheduling and time tracking systems, and data management tools.
- Washington State Auditor's Budgeting, Accounting, and Reporting System (BARS) for Cash-Basis Governments.

Skills in:

- Communicating effectively, both verbally and in writing.
- Handling sensitive and confidential information with discretion.
- Problem-solving and conflict resolution.
- Determining relevant data sets necessary for regular analysis of numerical data associated with payroll administration, evaluation of timekeeping data, and assessment of accounts payable data.
- Excel, including analysis of large data sets (use of functions to sort within multiple workbooks, export from and import into various cloud-based systems, etc.).

Ability to:

- Analyze large data sets for routine administration and to conduct routine and special audits in the course of administrative work.
- Work independently while managing multiple priorities and deadlines.
- Foster positive relationships with employees at all levels of the organization.
- Learn and adapt to innovative technologies and processes.
- Initiate self-learning to expand technical system and functional knowledge.
- Evaluate policies, collective bargaining agreements, and similar documents and extrapolate the application of requirements for payroll and accounting functions.

Physical and Mental Capabilities, Working Conditions, and Attendance Requirements:

- Ability to sit, stand, and move in an office environment; regular travel by vehicle (driving) to fire stations and other locations.

- Proficiency in reading, writing, and conversing in English.
- Manual dexterity and visual acuity to operate computers and other equipment.
- Vision (corrected) sufficient for driving, office tasks, and distinguishing color-coded systems.
- Capability to manage multiple tasks, make decisions under pressure, and communicate in high-stress situations.
- Capable of performing highly detailed work accurately, including numeric and alpha numeric data.
- Regular exposure to workplace noise, interruptions, and interaction with others, and frequent interruptions from employees and others needing assistance.
- Consistent on-site attendance during assigned work hours and occasional after-hours work as necessary to meet deadlines for payroll or accounting functions, or for other assignments.
- Ability to operate a passenger vehicle safely.
- Rarely may be required to support first responders and others at major or prolonged incident scenes by replenishing drinking water and other supplies, recharging cell phones, and similar assistance, which may involve exposure to traumatic situations and distressed individuals.

MINIMUM SELECTION QUALIFICATIONS

- Three (3) years of experience processing payroll in an organization of at least 75 employees
- Associate degree in accounting, finance, business administration, or a related field, as determined by NCRFA
 - In lieu of a degree, an additional two (2) years of payroll processing experience as described above

PREFERRED QUALIFICATIONS

- Experience at a Washington public sector organization
- Experience in payroll administration with 100+ employees
- Experience in Accounts Payable, Accounts Receivable, or other Accounting Support

SPECIAL REQUIREMENTS

- Must possess and maintain a valid Washington State Driver's License and possess and maintain a driving record acceptable to NCRFA's insurance carrier
- Must pass a comprehensive background check, including criminal history. Unresolved arrests or charges, particularly related to controlled substances, alcohol, or conduct with minors or vulnerable adults, may result in temporary disqualification
- Ability to pass a pre-employment drug test, excluding cannabis screening

The statements contained herein reflect the general functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals must perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not an implied or actual contract or promise of continued employment, and individuals who hold this position are At-Will employees. This position description is subject to modification in accordance with the needs of NCRFA.

NCRFA values a welcoming and inclusive workforce and will not discriminate in hiring or employment because of race, color, creed, religion, gender, sex or sexual orientation, age, marital status, family status or plans, disability, veteran's status, or any other category protected by law.

Requesting reasonable accommodation to participate in the application process, selection process, or while employed by NCRFA may be initiated by contacting the Human Resources department at HR@ncrfa.com or 360-629-2184.