

# CAMANO ISLAND FIRE AND RESCUE

## FIRE DISTRICT POLICY

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<b>Number:</b>	<b>400.015.00</b>	<b>Date:</b>	<b>10/25/23</b>
<b>Area:</b>	<b>Personnel</b>	<b>Page</b>	<b>1 of 6</b>
<b>Subject</b>	<b>Job Description – Payroll Clerk – Part Time – Non Exempt</b>	<b>Approved</b>	

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**1. General:**

1.1 The Payroll Clerk for Camano Island Fire and Rescue is an “Administrative” position with the fire district as defined under the provisions of the U. S. Department Fair Labor Standards Act. The general purpose of the position is to process the District’s payroll bi-monthly and all payroll related reporting.

**2. Supervision Received:**

2.1 The Payroll Clerk reports directly to the Finance Manager of the Fire District.

**3. Supervision Exercised:**

3.1 The Payroll Clerk normally does not supervise individuals within the administrative division.

**4. General Responsibilities:**

4.1 Maintains a work schedule as determined by the District Fire Chief with no more than 35 hours per month.

4.2 Serves as the payroll Administrator.

4.3 Report to all payroll related agencies i.e., Internal Revenue Service, Washington Department of Retirement Services, Employment Security, Washington State Child Enforcement and Washington State Labor & Industries on monthly or quarterly basis.

4.4 Coordination of all payroll related deductions and benefits.

**5. Specific Duties and Responsibilities:**

5.1 Process payroll twice a month for union employees, non-union staff, part time employees, volunteer firefighters and the Board of Fire commissioners.

5.2 Learn and become proficient in a governmental software package known as Springbrook (BIAS)..

5.3 Prepare personnel time sheets to calculate overtime and verify accuracy.

5.4 Maintain employee vacation, compensatory and sick leave usage and accrual.

5.5 Manage employee anniversary date information for wage and benefit changes.

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**Replaces:**

**Reviewed:**

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- 5.6 Maintain employee payroll files.
- 5.7 Process the District's payroll in a timely manner in conjunction with the bi-monthly Commissioner meetings.
- 5.8 Communicate with the Island County Treasure's Office and direct deposit institution in regard to payroll related transfers.
- 5.9 Report payroll deductions to District's Deferred Compensation vendors.
- 5.10 Reviews, identifies and resolves problems and discrepancies on payroll records.
- 5.11 Distributes annual W-2's to employees and Social Security Administration before Federal Deadlines.
- 5.12 May serve as back-up to the Finance Manager if needed.
- 5.13 Performs other duties and responsibilities as assigned.

### **6. Peripheral Duties and Responsibilities:**

- 6.1 Attend conferences and seminars designed to improve overall skill knowledge and ability.
- 6.2 Participate when requested in community and fire district activities that promote the fire district; assist with fire district/community related programs that promote fire district levels of service provided to the community.

### **7. Minimum Qualifications:**

- 7.1 Must be a graduate from an accredited high school or have a GED equivalency.
- 7.2 Have a minimum of five (5) years' payroll experience with fifty or more employee's and experience with a Collective Bargaining Unit. Has a good understanding of Federal and State related agencies and reporting.
- 7.3 Requires a typing speed of 50 w.p.m.
- 7.4 Ability to use a variety of computer applications, including word processing, spreadsheets and database.
- 7.5 Requires thorough knowledge of English, spelling, grammar, vocabulary and punctuation.

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- 7.6 Requires a valid Washington State Driver's License and a driving record acceptable to the department's insurance carrier.
- 7.7 Must be a minimum of 21 years of age at time of application.
- 7.8 Submission to a thorough employment reference check as well as a law enforcement background check.
- 7.9 Must not have had any felony convictions or disqualifying criminal histories.

**Camano Island Fire and Rescue reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge, and abilities listed herein.**

### **8. Knowledge, Ability, and Skills:**

- 8.1 Requires extensive knowledge of general office procedures plus familiarity with the general principles of public administration and organization.
- 8.2 Principles and practices of employee payroll programs.
- 8.3 Requires ability to work cooperatively with others as a member of the department team.
- 8.4 Maintain strict confidentiality with sensitive employee information.
- 8.5 Requires ability to prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and rigid deadlines.
- 8.6 Requires ability to work independently from general instruction and broad work expectations.
- 8.7 Must possess a working knowledge of basic office equipment to include but not limited to:
  - 8.7.1 Computer (Windows based operating system with experience in Word, Excel, Access and other database management) 10 key calculator
- 8.8 Excellent interpersonal skills (demonstrated ability to relate well with Fire Commissioners, District Fire Chief, Command Staff officers, paid and volunteer firefighter personnel and the general public)
- 8.9 Ability to manage a district filing system (both hard files and computer files)

### **9. Special Requirements:**

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- 9.1 Must be flexible employee willing to work extra when asked, and occasionally on weekends if requested.
- 9.2 Must be willing to travel on occasion to represent the fire district. All costs associated with travel when representing the fire district will be reimbursed by the district.
- 9.3 Must be willing to accomplish reasonable extra tasks when requested.

### 10. **Physical Requirements:**

- 10.1 Ability to work in an office environment for an extended period of time including, but not limited to working at a computer work station and sitting at an office desk, standing behind a counter, standing and operating copy machines.
- 10.2 Must be able to speak clearly, have visual acuity (corrected), and hear.
- 10.3 Must be able to reach with arms and hands, use hands and fingers to operate office equipment, stand, sit, stoop, and crouch.
- 10.4 Must be able to lift a minimum of ten (10) pounds without difficulty and lift weights on occasion up to fifty (50) pounds.
- 10.5 Requires ability to drive automobile.

### 11. **Work Environment:**

- 11.1 Generally, work is performed primarily in a confidential office environment.
- 11.2 Risks with the work area are minimal and do not exceed normal risks with working around standard office equipment.
- 11.3 Noise levels are usually moderately quiet with occasional radio transmissions of emergency incident notification and information which is audible in the office area.
- 11.4 There may be occasional periods of increased stress when payroll needs to be completed under pressure.
- 11.5 The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as an illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

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Approved \_\_\_\_\_  
Commission Chair for  
Camano Island Fire and Rescue

Date \_\_\_\_\_

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Camano Island Fire and Rescue

### POSITION DESCRIPTION

Name	Title	Classification	Supervisor
	Payroll Clerk	Part Time - Non-Exempt	Finance Human Resource Manager

#### Position Purpose

The primary purpose of this position is to perform all monthly payroll functions in accordance with the District policies, and State and Federal regulations.

Employee Signature	Fire Chief Signature
<p>I have read this position description, understand its contents, and acknowledge that it will be used as the basis for evaluating my job performance.</p> <p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Date</p>	<p>This position description accurately describes the essential functions assigned to this position.</p> <p>_____</p> <p>Fire Chief Signature</p> <p>_____</p> <p>Date</p>

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