



## JOB ANNOUNCEMENT

### FINANCE AND HUMAN RESOURCE ASSISTANT

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Ready to be part of this high-performing, dedicated, and passionate organization where you can progress further in your career; be a part of high-functioning teams that are empowered to help progress RFFRA; where there is room for training, education, and job advancement. Here is your chance. RFFRA is currently recruiting to fill the following position:

#### **Finance and Human Resources Assistant**

#### **General Responsibilities:**

The Finance and Human Resource Assistant performs a variety of accounting duties and human resource duties for the Authority. Finance-related tasks include supporting processes such as payroll preparation and processing, audit preparation, processing transactions and expense and reimbursement requests, general bookkeeping using the Authority's Financial Software (QuickBooks), financial recordkeeping and reconciliation with Microsoft Excel, and other tasks that may be needed to support the Finance division. Human resources-related tasks include supporting processes such as on-boarding and off-boarding employees and volunteers, payroll processing, records management, staying abreast of all state and federal laws by which the Authority must abide, and other tasks that may be needed to support the Human Resources division. The Finance and Human Resource Assistant provides confidential and technical support for the Authority business.

**Location:** Roaring Fork Fire Rescue Authority, 1089 JW Drive, Carbondale

**Work Schedule:** 8:30 am – 4:30 pm, Monday through Friday

#### **Minimum Qualifications:**

The candidate **must** have the following minimum qualifications\*:

1. Minimum of an Associate's Degree in Finance, Accounting, Human Resource Management, or Business Management; preferred Bachelor's degree from an accredited college
2. Four (4) years of related finance and human resource experience (preferably in a special district or government)
3. Valid Colorado Driver's License (or ability to obtain within 30 days of employment)
4. Experience in Microsoft Office applications (Work, Excel, Outlook, PowerPoint), Adobe Acrobat, QuickBooks

*An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered*



Finance and Human Resource Assistant	Non-Exempt	STEP 1	STEP 2	STEP 3
		\$70,372.50	\$73,891.13	\$77,585.68
		\$33.83	\$35.55	\$37.30

**\*\*When determining compensation, RFFRA evaluates training, education, experience, and internal equity to determine hiring wage. THE HIRING RANGE IS FROM STEP 1 OF THE SALARY RANGE TO STEP 3 OF THE SALARY RANGE.**

***Full-time employees are offered a very extensive benefit package that includes:***

- 100% paid health, dental, and vision insurance for employees only, and reduced cost for family members
- Up to **200** hours of accrued paid time off, and up to **39** hours of extended leave hours, annually for the first five years
- Basic life and voluntary accidental death and dismemberment insurance,
- Mission Square retirement plan with 15% employer contribution
- 10 paid holidays
- Short- and Long-Term Disability

**Contact Information:**

Renee Thomas, HR Director, 970-340-7048 [rthomas@roaringforkfire.org](mailto:rthomas@roaringforkfire.org)

**Submittal Requirements:**

**Authority Application**

<https://www.roaringforkfire.gov/rffr-employment-application>

**Updated Resume**

**Copies of Certifications/Degrees**

All of the submittal requirements must be submitted with the application

**Application Deadline:** Applications must be received at the Authority Office at 1089 JW Drive, Carbondale, CO 81623 no later than, **September 9, 2024, at 5:00 pm.**

**\*\*Employee Housing opportunities may be available, at 50% below the current market cost. \*\***