



Lakeside Fire Protection District

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Lakeside, CA 92040
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Donald H. Butz
Fire Chief

LAKESIDE FIRE PROTECTION DISTRICT FINANCE ANALYST (FULL-TIME) OPEN RECRUITMENT

DATE POSTED: Tuesday, August 22, 2023

APPLICATION DEADLINE: Continuous, open until filled

SALARY RANGE: \$77,745.39 - \$90,000.00 annually
Salary schedule is base hourly rate.

Step A	Step B	Step C	Step D
\$37.38	\$39.25	\$41.21	\$43.27

SCHEDULE: Full-time employment, FLSA Non-exempt, flexible work schedule (9/80 or 4/10)

POSITION:

Under general supervision of the Finance Manager, the Finance Analyst performs a variety of complex financial accounting duties in the preparation, analysis, review and processing of payroll records and major accounting processes. interprets and applies multiple and complex policies, procedures and regulations and resolves financial and accounting problems in support of the District's various financial activities. Incumbents exercise initiative in anticipating or identifying problems or errors and follow-up to resolve or forecast the impact of potential actions/decisions. Areas of responsibility may include but are not limited to general accounting; payroll; accounts payables & receivables; purchasing; grants; budget and related financial areas.

[VIEW JOB DESCRIPTION HERE](#)



MINIMUM QUALIFICATIONS

- 18 years of age or older and have a High School Diploma or equivalent.
- Training equivalent to a bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Business Administration, Public Administration, or closely related field is required. One (1) year of relevant experience may be substituted for each year of required education.
- Minimum of at least four (4) years increasingly responsible experience involving the preparation and processing of payroll and/or financial accounting. Master's degree substitutes two (2) years of experience.
- Experience in a public agency or governmental setting highly desirable.
- Possession of a valid California Class C driver's license required.

EMPLOYEE BENEFITS- 2023

- Education Incentive – Up to 5%
- Paid Leave (Sick and Vacation)
- Retirement – Eligibility through CalPERS
- Insurance Benefit amount of \$1,849.77 per month
- Medical, dental, vision, HRA and DCAP plans offered
- Deferred Compensation (457 Plan) – Employee funded

ABOUT THE DISTRICT

The Lakeside Fire Protection District, in San Diego County, is home to over 60,000 residents living in the communities of Lakeside, Eucalyptus Hills, Moreno, Winter Gardens, Lakeview, Johnstown, Blossom Valley, Flinn Springs, Pepper Drive and other areas of unincorporated El Cajon. Our service area is primarily suburban residential but also has several core commercial zones, some light industry, and many rural/agricultural properties. The District also has a significant wildland/urban interface.

The Lakeside Fire Protection District is proud to have been an original participant in the Heartland Mutual Aid Pact and, along with our partner, Santee Fire Department, continue to operate the longest running paramedic program in San Diego County.

APPLICATION PROCESS

To be considered for this position, you **must submit a district application and attach the following items** to the Administrative Office located at 12216 Lakeside Avenue, Lakeside, CA 92040 or via email at recruitment@lakesidefire.org. Office hours are Monday through Thursday from 8:00am – 4:00pm PST.

- Resume, detailing education and experience
- Copy of valid CA Class C Driver's License
- Unofficial college transcripts (if applicable)



TESTING PROCESS

The applications submitted will be screened and the most qualified applicants will be invited to our testing process which may include the following components:

- Written test
- Oral interview

TENTATIVE SELECTION SCHEDULE AND PROCEDURE*

1. Initial review of applications will begin on September 5, 2023
2. Prior to employment, the successful candidate will be required to complete and pass all areas of a conditional offer which may include drug screening, physical, backgrounds and fingerprinting.

OUR MISSION, VISION, AND VALUES

The Lakeside Fire Protection District exists to protect life, property, and the environment; and is dedicated to serving our community. Lakeside Fire Protection District's 2023 vision is to be widely known as an internationally accredited fire and emergency services agency that exists to protect life, property, and the environment for those who live, work, and play in our district. The Lakeside Fire Protection District values professionalism, integrity, competency, and compassionate customer service.

LAKESIDE FIRE PROTECTION DISTRICT

- Area: 50 sq. miles
- Population: 65,000
- Fire Stations: 4
- Personnel: 58



All material received in this application and testing process will remain confidential.

The Lakeside Fire Protection District is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, political or religious affiliation, veteran's status, sexual orientation, gender identity or gender expression, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.

DISCLAIMER: The provisions of this job announcement do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. The District may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.