



SUN CITY FIRE AND MEDICAL
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JOB ANNOUNCEMENT

Sun City Fire & Medical Department's Mission Statement

*To professionally protect,
prevent, and educate:*

- ◆ *Provide professional emergency fire, rescue, and medical services;*
- ◆ *Prevent fires before they start through an aggressive inspection program;*
- ◆ *Provide programs that educate and inform the public on fire safety and health matters;*

**We serve today to protect
your tomorrow.**

SUN CITY FIRE & MEDICAL DEPARTMENT

**18602 N. 99th Avenue
Sun City, AZ**

Phone: 623.974.2321

Fax: 623-972-1996

Email: hr@scfmd.az.gov

PAYROLL SPECIALIST

The Sun City Fire & Medical Department (Sun City Fire District) is seeking a Payroll Specialist to work on the Human Resources (HR) and Payroll Services Team. This recruitment will be used to fill one full-time regular position. The team manages and is responsible for ensuring that the District's biweekly payroll and HR processes are executed in order to pay approximately 100 employees. Payroll is processed according to federal, state and local wage and hour laws and the Fire District's labor agreements. The team has a supportive and diverse workforce which values teamwork and strives for high quality service through knowledgeable, helpful and responsive interactions with its customers.

The Payroll Specialist Position performs a variety of complex and highly responsible professional, technical and analytical activities to support the District's garnishments, child support and other voluntary deduction activities. The position is responsible for the administration and accounting supporting these functions, including the biweekly payroll third party reconciliation and payment process. Incumbents perform day to day operational functions, such as reviewing transactions to ensure they comply with all applicable rules and regulations, administering centrally managed data elements, and providing guidance or advice on business rules and process to system users. Incumbents also are expected to coordinate with internal stakeholders to resolve issues and streamline process.

WHY JOIN THE SUN CITY FIRE TEAM?

The Sun City Fire & Medical Department is committed to offering medical, dental, vision, basic life, and long-term disability coverage that provides quality care, support and value to eligible employees and their family members. Additional benefits such as flexible spending accounts, supplemental life insurance and employee assistance program coverage are available to ensure employees have the appropriate tools to safeguard themselves and their family. The Sun City Fire & Medical Department participates in ASRS, the Arizona State Retirement System.

SALARY RANGE: \$40,291– \$53,871

WORK SCHEDULE: Monday through Thursday, 7:00 a.m.—5:00 p.m.



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APPLICATION PERIOD OPENS:

February 6, 2019

APPLICATION PERIOD CLOSES:

When position is filled

The Sun City Fire District supports a drug/tobacco free workplace and is an Equal Opportunity Employer.

Questions regarding this position or the hiring process should be directed to the District's Human Resource office at 623-974-2321.

PAYROLL SPECIALIST

To Qualify

The following minimum qualifications are required for this position:

Minimum Qualifications

- ◆ Two+ years of increasingly responsible experience of payroll/benefits processes
- ◆ High school diploma or GED required; Associates degree desirable.

Desirable Knowledge, Skills, and Abilities

- ◆ Associates Degree in Business Administration, Finance, Accounting, or a closely related field; **and** two years of the public sector, payroll/finance, benefits administration or other related experience.
- ◆ Experience with ADP software
- ◆ Experience with Telestaff

Special Qualifications

- ◆ Must be able to speak, read, and write the English language.
- ◆ Must be 18 years or older at time of employment.
- ◆ Must meet insurability requirements of District insurance carrier.

Selection Criteria

May include any or all of the following: formal application; rating of education and experience; written/practical testing; oral board; background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

Application Process

This job announcement, job description, job application and Veteran's preference points information can be found on the District's website at:

<http://www.suncityfire.com/administrative-departments-staff/human-resources/employment-opportunities/>

Completed application packets will be accepted at the District's Administrative Office, until the position is filled. Our office is located at 18062 N. 99th Avenue, Sun City, AZ 85373. Office hours are 7:00 a.m. to 5:00 p.m. Monday -Thursday. Application materials may be submitted in person, by U.S. mail or via email.