



Orange County
Fire Authority



Payroll & Accounts Payable Manager





THE ORANGE COUNTY COMMUNITY

Orange County is nestled along the Southern California coast between Los Angeles and San Diego counties. As the third largest populated county in California, the vibrancy of this nearly 800 square mile jewel places it as the thirtieth largest economy in the world. Orange County has 34 cities and five supervisory districts serving a population of more than three million people. A desirable place to live and work, Orange County is known for its ideal weather, recreation, and a wide range of cultural arts. Many of its public and private schools are ranked among the best in the nation. The county also has top rated attractions such as Disneyland, Knott's Berry Farm, pristine ocean beaches, and is the home of major league sports teams, including baseball's Angels and hockey's Ducks.

THE ORGANIZATION

Headquartered in Irvine, California, the Orange County Fire Authority (OCFA) is a Joint Powers Authority (JPA) that protects over 2 million residents in a 598-square mile area, with 190,000 acres of wildland. The OCFA was formed on March 1, 1995, transitioning from the Orange County Fire Department to a JPA. The service area includes 24 member cities and the unincorporated areas of Orange County. The OCFA is governed by a 25-member Board of Directors and is managed by an appointed Fire Chief who reports directly to the Board of Directors.

The OCFA is the largest regional fire service organization in Orange County and one of the largest in California. The OCFA has a staff of approximately 1,480. Of those, 1,200 are professional firefighters and chief officers and 280 are non-sworn support staff working at the Regional Fire Operations and Training Center facility. These personnel provide front-line services, including prevention, education, dispatch, emergency response, and technical and administrative support. Additionally, OCFA Reserve Firefighters staff 10 stations throughout Orange County.

To learn more about the OCFA, go to www.ocfa.org.

THE OPPORTUNITY

Reporting to the Finance Manager, the Payroll & Accounts Payable Manager will provide leadership, exceptional customer service, and support to one of the largest fire service organizations in California. The incumbent in this position will be responsible for managing the operations of the Payroll and Accounts Payable Section. The position develops work processes, interacts with vendors, directs the work of assigned staff, develops expectations, manages performance, provides training, coaching and mentoring to subordinate staff, makes presentations and serves as managerial support to the Finance Manager. This is an exceptional career opportunity in one of the most progressive fire agencies in the United States.

***– The OCFA Mission –
We proudly serve the changing
needs of our communities by providing
exceptional emergency and support
services. We pledge a commitment to
preserving the quality of life.***



Essential Functions include but are not limited to the following:

- » Supervises and trains a staff of 11 including mentorship and coaching, and offering opportunities for continued employee development, succession planning, and high performance
- » Directs and performs the work of staff in processing timekeeping and payroll actions, including exceptions, special payments, tax withholding computations, class-specific payments and deductions, garnishments and status changes
- » Directs the work of staff performing accounts payable functions, including processing invoices, petty cash, and travel requests/advances
- » Directs the work of staff assigned to process field staffing requests, in accordance with memoranda of understanding, side agreements and standard operating procedures, and applicable state and federal laws
- » Develops work processes and information management tools; makes recommendations for improvements; recommends and implements changes in payroll and accounts payable processes
- » Coordinates and organizes frequent, complex, and inflexible deadlines within the unit and with other sections
- » Generates standing and ad hoc reports in a wide range of formats, for audiences at all levels; provides support and information to the management employee-contracts' negotiating team; and compiles, analyzes, and interprets data and information from a variety of sources
- » Develops standards and expectations, manages performance and provides training and coaching to subordinate staff
- » Provides technical advice and assistance to the Finance Manager
- » Initiates, identifies, and participates in developing, coordinating, and implementing payroll, staffing, and timekeeping system enhancements as necessary



THE IDEAL CANDIDATE

Ideal candidates must have a proven track record of providing hands-on payroll and electronic timesheet entry supervision in a large fire service agency, including experience navigating public sector Fair Labor Standards Act for 24 hours shifts. The ideal candidate will possess excellent interpersonal skills, the ability to work collaboratively with labor groups, and a solutions-oriented approach to solving complex issues. The ideal candidate will also demonstrate the ability to think 'out of the box' and provide effective leadership for the Payroll and Accounts Payable Section of the Finance Division.

Key Competencies and Characteristics:

- » Excellent leadership skills required to succeed at the management level
- » Must be creative and able to bring innovation to difficult problems or issues
- » Ability to build rapport and develop positive relationships with staff, organizational leadership and various stakeholders; the ability to effectively listen and build trust
- » Strong communication and presentation skills necessary to translate technical/complex concepts
- » A leader who is collaborative and supportive in working with elected officials, executive management, and staff, ensuring the best solutions
- » Comfort with technology and experience successfully implementing automation and using technology to improve efficiencies and best practices
- » An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities
- » Ability to multitask, handle conflicting deadlines, and respond to customer complaints
- » A proven track record in building relationships with labor groups
- » Knowledge of Federal and California payroll laws and leave of absence laws
- » Experience using electronic timekeeping systems and calculating overtime for fire personnel



EDUCATION AND EXPERIENCE MINIMUM REQUIREMENTS

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.

- » Bachelor's Degree in Accounting, Business Administration, or a closely related field (additional experience may be substituted for education on a year for year basis)
- » Five (5) years of progressively responsible related work experience, including two (2) years supervisory experience

HIGHLY DESIRED QUALIFICATIONS

- » Experience performing payroll/accounts payable/timekeeping job functions for a public municipality or an equivalent environment
- » Fire payroll experience
- » Certification or coursework in payroll or Fair Labor Standards Act

SALARY AND BENEFITS

The annual salary for this position is **\$97,635 - \$155,126**, commensurate with education and experience.

An excellent benefits package includes:

- **Medical, dental, and vision insurance**
 - » CalPERS Medical Insurance
 - » VSP (Vision Services Plan)
 - » Sun Life Financial Dental Insurance
- **Retirement**
 - » OCERS (Orange County Employees' Retirement System)- Employee contributions start on the first day of employment and are based on your age at entry into OCERS; if you are eligible for reciprocity, then age is based on entry into the first retirement system
 - » Retirement Health Savings Plan
- **Life Insurance**
 - » Basic life and AD&D insurance coverage begins on your first active day of employment (equivalent to your base salary rounded to the nearest \$10K)
- **Nationwide Deferred Compensation Plan Available**
- **Sick Leave**
- **Vacation Leave**
- **Tuition reimbursement is \$2,000 per fiscal year in accordance with the program guidelines**
- **Other benefits may apply**

APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this rewarding career opportunity, please apply on our website at <https://www.governmentjobs.com/careers/CPSHRRS>. Submit your application, résumé, and responses to the supplemental questions by **Monday, July 6, 2020 @11:59 PM PST**. Failure to respond to the supplemental questions or the submission of an incomplete application may exclude you from further consideration. When responding to the supplemental questions, do not reply "see resume". Responses to each question must be submitted as part of the application process.

Application materials will be screened in relation to the education and experience minimum requirements criteria and supplemental questions outlined in this job announcement. Those candidates who are determined to be the most highly qualified for the opportunity, as a result of a possible rated secondary screening evaluation process, will be invited to participate in the next step of the selection process. The OCFA will then select finalists for initial panel interviews in late July 2020. Candidates deemed most qualified will be invited to participate in a final hiring interview process. Appointment is expected shortly thereafter following the completion of thorough reference and background checks, and a pre-employment medical exam and drug screening, to be coordinated with the candidate. For additional information about this position, please contact Debbie Gutman at:

SUPPLEMENTAL QUESTIONNAIRE

Your responses to the supplemental questions are an integral part of the selection process and may be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the next step of the selection process. It is important that your responses be as complete and detailed as possible. Failure to respond to this supplemental questionnaire may eliminate you from participating in the next step of the selection process.

1. Do you possess a bachelor's degree with major coursework in accounting, business administration, or a closely related field? (Yes or No)
2. Please list any payroll, Fair Labor Standards Act, or related certification, academic coursework, or training. If not applicable, note N/A.
3. Please summarize your experience supervising payroll processes related to fire personnel; including calculating overtime, tracking leaves of absence, complying with the Fair Labor Standards Act, and performing retirement reporting. Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities including the number of employees on payroll, the size of the payroll, the number of staff supervised, and the dates employed (mm/yy to mm/yy).
4. Please describe your experience supervising staff using both manual and automated payroll systems, manual time entry and electronic timesheets, enterprise resource planning systems, manual retroactive payroll adjustments, accounts payable invoicing or related electronic systems in a governmental setting. Please highlight fire service experience, if applicable. Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, the number of staff supervised, and the dates employed (mm/yy to mm/yy).
5. Please describe your experience planning, developing, and implementing new technology related to payroll systems, time entry/electronic timesheets, enterprise resource planning systems, and/or accounts payable invoicing electronic systems. Include the name of the technology, its purpose, and your role and responsibilities in the implementation process.
6. Please provide an example in your career where you were required to build trust and confidence in the supervisors and staff reporting to you. What steps did you take and what would you do similarly and/or differently next time to ensure a successful outcome?

