



## Western Lane Fire and EMS Authority Job Description

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**TITLE:** Accounts Payable/Receivable Coordinator      **EFFECTIVE:** 05/28/2026

**REPORTS TO:** Office Manager

**SALARY RANGE:** \$43,260– 65,290

**CIVIL SERVICE CLASSIFICATION:** None

**REPRESENTATION:** NA

### JOB SUMMARY

This position is responsible for managing both accounts receivable and accounts payable functions within the organization and works closely with the Office Manager to ensure the receivable and payable functions run smoothly. The Accounts Payable/Receivable Coordinator is responsible for the end-to-end processing of invoices and payments to vendors, ensures timely collection of funds from customers, maintains accurate financial records, and assists with year-end closing procedures. This position requires strong computer skills, organizational skills, and a knowledge of Oregon budget law. Must be detail oriented, self-motivated and work well with the public, management, staff, and board members.

### ESSENTIAL JOB FUNCTIONS:

- Process invoices, issue payments, and maintain accurate billing records.
- Verify proper coding to expenses charged through the billing process.
- Route incoming invoices through the approval workflow for proper approval.
- Issue, track, and reconcile travel advances and expenditures.
- Resolve billing discrepancies and maintain vendor relationships.
- Reconcile associated accounts including but not limited to, Accounts Payable, Prepaid Expenses, Credit Card expenses, etc., while resolving discrepancies.
- Review and prepare project-based invoices, ensuring coding and billing data is accurate and complete.
- Responsible for processing Accounts Receivable transactions, including the recordation of cash receipts, posting transactions, creating bank deposits, and bank transfers as needed.
- Process and remit refunds, credits, etc. upon approval.
- Perform monthly reconciliations of Account Receivable ledgers including but not limited to, Accounts Receivable, Deferred Revenue, and other related revenue accounts ensuring balances agree to general ledger, as well as external and internal prepared reports.
- Prepare financial reports, analyze account trends, and ensure compliance with internal controls.
- Assist in financial reviews and audits, generating reports as needed.
- Assist with payroll and post employee benefit payments.
- Monitor, inventory, and add to postage and supplies as needed for the office.
- Schedule repairs for office equipment, oversee the scheduling and work done onsite by vendors (i.e., copiers, printers, phone support).

- Provide administrative support to the Office Manager.
- Assist with Board Meetings as needed.
- Provide front desk and phone reception coverage as needed.
- Other duties as assigned.

#### REQUIRED SKILLS / ABILITIES

- 2 – 5 years of experience in accounts payable, accounts receivable, or general accounting.
- Strong analytical and critical thinking skills with meticulous attention to detail to manage financial transactions effectively.
- Responds promptly to employee and customer needs; responds to requests for service and assistance.
- Ability to manage time effectively and work in an environment with changing priorities.
- Maintains a positive attitude under stressful conditions.
- Follows policies and procedures; completes administrative tasks correctly and on time.
- Strong commitment to see a task through to completion.
- Ability to maintain strict confidentiality.
- Ability to operate a personal computer. Knowledge of current software applications related to the functions and operations of the Human Resource and Finance department. Proficient skills in using Microsoft products such as Outlook, Word, and Excel. The ability to use and understand Excel formulas and utilize data sorting.
- Excellent communication skills, both written and verbal, with the ability to explain payroll processes and policies clearly to employees.
- Knowledge of Oregon’s Local Budget Law is preferred but not required.
- Knowledge of principles, practices, and procedures of an Administration office for a special district.

#### REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- High school diploma or equivalent.
- An associate’s degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

#### PREFERRED EDUCATION AND EXPERIENCE

- A bachelor’s degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.
- Additional certifications in payroll administration, Human Resources, or accounting.
- Familiarity with Fire and EMS terminology and operations is advantageous.

#### EQUIPMENT

Operates office equipment, such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

#### PHYSICAL REQUIREMENTS

The physical demands here are representative of those that must be met by an employee able to perform the essential functions of the job.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds.

#### CONDITIONS OF EMPLOYMENT

After a conditional offer of employment, the candidate must successfully pass an Authority background check, and an Oregon Department of Motor Vehicles check if they possess an Oregon Driver's License.

#### RESIDENCY REQUIREMENTS

None

**The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employee and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.**

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