

DEFINITION

This is a part-time position which performs financial management and senior administrative skills requiring a detailed understanding of department procedures and policies. Manages the financial accounting functions of the fire district's business office. Interacts with Chief Officers, Board of Directors, members of the District, the public and those agencies doing business with them.

ESSENTIAL FUNCTIONS – Responsibilities and duties may include, but are not limited to the following and are listed in no particular order of importance or significance:

1. Develops office forms and procedures and performs administrative tasks involving personnel, budgeting and finance.
2. Provides direct assistance to Chief Officers on special projects by planning and following through on details to ensure that all administrative needs are met according to standards.
3. Assists the Board of Directors and Chief Officers in confidential communications and/or projects.
4. Responsible for PERS updates and reporting.
5. Prepares fiscal reports.
6. Coordinates all payroll aspects with employees of the fire district and the payroll service.
7. Generates, processes and retains records including time cards, attendance, personnel and volunteer records.
8. Process and retain records of injuries and prepares required OSHA reports. Works directly with the insurance carrier regarding vehicle accident/repairs.
9. Assists with development and administration of complex operating budget.
10. Attends board meetings, prepares agendas and supporting materials records and transcribes minutes from notes. Prepares, assembles and distributes final minutes, materials and reports; conducts follow-up assignments.
11. Sets up and maintains files and record-keeping systems for staff and volunteers.
12. Schedules appointments and meetings, reserves conference rooms and makes travel arrangements as instructed.
13. Performs all accounts payable procedures by processing purchase orders and invoices assuring proper approvals, coding and records are attached.
14. Performs all accounts receivable functions including proper posting of accounts, bank deposits and bank statement reconciliations for all funds. Includes customer billing maintenance, invoicing, collections and recordkeeping.
15. Coordinates and works directly with the District's CPA for annual audit.
16. Inform Chief Officers and Board of Directors regarding established legal requirements and procedures and all matters for which the District is responsible.
17. Manage correspondence of particular interest to board members.
18. Understands and applies district policies and procedures.
19. Drafts policies and procedures as requested.

ESSENTIAL FUNCTIONS continued

20. Assists Chief Officers in assuring district and code requirements are met regarding public contracting and use of independent contractors.
21. Administers staff and volunteer medical records. Coordinates the purchase of preventative medicines, inoculations, drug testing, and contracts services including background and driver's license checks and consultant services.
22. Acts as the Plan Administrator for the district's Health Insurance Reimbursement Plan.
23. Plans, organizes and oversees significant special events as assigned which may include, but not be limited to activities pertaining to recruitment, retirements, promotional receptions and award banquets.
24. Attend training classes on related laws, rules and policies for the district.
25. Researches and develops business and financial policies and procedures. Assesses the need, applicability and impact of individual policies and procedures on organizational operations and administration. Evaluates conclusions and recommends alternative strategies.
26. Performs the payroll process. These duties include preparing and maintaining payroll related documents, files, and lists including both manual and computer records. Entering data into computer, maintain accurate payroll records. Distribute payroll checks according to District policy and procedures.
27. Prepare and monitor payroll related reports as required, including quarterly reports, annual W-2's in a timely matter. Work cooperatively with employees while processing employee benefits, salary changes, and Family Medical Leave and Workers Compensation payroll tracking. Must maintain a high level of confidentiality.
28. Responsible for reviewing, reconciling, correcting, and maintaining on monthly basis for all payroll accounts to the general ledger. Prepare detailed monthly reports and year-end audit schedules for review and approval by management.
29. Prepares federal, state, and local claims, statements, reports, tax returns and worksheets from a variety of source reports, data and accounting records.
30. Develops and implements data collection process necessary to carry out analysis, determines methodology and utilize applicable criteria. Evaluates conclusion and recommends alternative strategies.
31. Researches and analyzes financial data and information related to the programs and activities of the District, as well as those proposed for the Divisions.
32. Oversees the preparation of the fire district annual report through the collection, analysis, and arrangement of annual statistical information.
33. Develops and monitors District internal control policy and internal audit functions.
34. Conducts periodic reviews of all District financial systems to ensure compliance with Generally Accepted Accounting Principles.
35. Manage the District Performance Measurement Programs. Advises divisions regarding development of workload, effectiveness and efficiency measures. Tracks measures and analyzes trends.
36. Coordinates, researches, and prepares the District's capital plans.

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37. Provides financial reporting and analysis to all District Capital Improvement Projects.
 38. Develops financial forecast models and provides financial guidance in the prioritization of District resource allocation.
 39. Oversees District cash management and coordinates cash handling training for all operating units.
 40. Expedites business and financial services for the units of the District.
 41. Optimizes methods for transaction processing and financial reporting.
 42. Approves payment requests and requisitions and oversees internal systems related to all Departmental purchasing functions.
 43. Manages District's inventory systems. Maintains computerized inventory of all fixed assets of the District.
 44. Supervises the work of assigned staff; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.
 45. Provides guidance and leadership in accordance with goals of the District.
 46. Practices continuous learning through individual study, classroom training, seminars, and conferences.
 47. Manage petty cash transactions.
 48. Participate in District safety committee as assigned.
 49. Performs related work as required.

QUALIFICATIONS

Knowledge of:

1. Concepts and details involved in developing, operating, monitoring, and modifying automated financial systems.
2. Microcomputers and skills in their use including spreadsheets, word processing, and database management.
3. Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), GASB Statement 34, and related statements.
4. Cost/benefit relationship in a public service environment.
5. Data analysis and collection principles.
6. English language, composition, spelling, grammar, punctuation and letter format.
7. Principles of contract management.

Ability to:

1. Establish and maintain effective working relationships with staff, other government officials, and the public.

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2. Assist with the development and administration of office budget.
 3. Apply technical and statistical knowledge in developing and interpreting financial models.
 4. Perform and oversee the use of analytical procedures and methods for identifying accounting deficiencies and problems.
 5. Analyze information and make recommendations.
 6. Plan, organize, manage, and coordinate complex financial operations concurrently.
 7. Manage several projects simultaneously and to meet deadlines.
 8. Plan, organize, coordinate, evaluate, inform, and motivate staff in a positive and effective manner.
 9. Express ideas clearly and concisely, both orally and in writing.
 10. Gather and analyze data and to recommend and implement policy and procedural changes resulting from such analyses.
 11. Communicate effectively, both orally and in writing, with employees, other organizations and the general public to explain general established policies, procedures and systems using good judgment, courtesy and tact.
 12. Follow written and oral instructions and organize work to meet deadlines while maintaining accuracy and attention to detail.
 13. Operate standard office equipment such as copier, word processor, transcriber, computer terminal, typewriter, calculator, etc.
 14. Establish and maintain filing and record-keeping systems.
 15. Prepare reports, correspondence and records.
 16. Keyboard quickly and accurately and transcribe complex and confidential material.
 17. Attend evening meetings – attend meetings on weekends when requested.
 18. Plan, organize, and evaluate clerical/administrative support program.
 19. Evaluate problems; identify solutions, project outcomes and implement recommendations.
 20. Establish and maintain cooperative-working relationships with those contacted in the course of work.
 21. Make decisions independently in accordance with established policies.
 22. Work independently as well as establish and maintain harmonious relations with others both inside and outside the organization.
 23. Work well in stressful situations and with frequent interruptions.

Experience and Training Guidelines - Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills and abilities required to perform essential functions. A typical way to obtain the knowledge and abilities would be:

Experience

1. Considerable professional accounting experience, preferably in local government.
2. Three years at the manager or executive secretary level.
3. Experience in accounting practices for non-profit organizations.

4. Experience as Chief Financial Officer / department head.
5. Equivalent combination of acceptable education and experience providing the knowledge and ability to perform the essential functions and qualifications for the position.

Training

Bachelor's degree in accounting, finance, business, or related field.

Special Requirements

Valid Oregon state driver's license is required.

Must be insurable and bondable by the fire district's insurance carrier.

Pre-employment drug screen.

Pre-employment back ground check.