

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Director of Finance/CFO	FLSA: Exempt
DIVISION:	Administration	APPROVED: May 18, 2021
REPORTS TO:	District Fire Chief	REVISED: October 18, 2022

POSITION SUMMARY:

Performs duties and responsibilities of a Chief Financial Officer (CFO); responsible for planning, organizing and managing the activities of the District Accounting functions and in the maintenance of the District's financial and accounting records; summarizes and balances the District's general ledger; manages areas of financial reporting, debt management, accounts payable, payroll, purchasing policies and procedures; participates and prepares the District's operating and capital budgets; provides for organization wide grant administration; manages finance staff; oversees and manages the Medical Billing Department; serves as advisor/consultant to the District Fire Chief for fiscal compliance matters. Works with independent auditors to prepare the required annual audit.

ESSENTIAL FUNCTIONS:

- Manages and directs the financial activities under their authority of assigned clerical and professional staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Analyzes and solves difficult administrative and accounting problems; establishes accounting policies, controls, procedures and priorities in accordance with Generally Accepted Accounting Principles and best practices.
- Prepares the annual budget for approval and publishing to ensure compliance with state law.
- Prepares or reviews staff-prepared reconciliations of general ledger accounts and activities; Prepares or reviews and approves journal entries for proper accounting treatment of reconciling items; ensures that general ledger cash and bank accounts are reconciled on a monthly basis, and balance to revenue-receipting software reports generated by the Treasurer's Office.
- Oversees and conducts studies regarding revenue projections. Monitors accounts receivable and revenue collected vs. budgeted revenue. Ensures District tax rate and fees are valid and appropriate.

- Monitors monthly financial reports for accuracy, completeness, and compliance with Federal, State, and County policies and practices; administers and maintains financial accounting system user database for general ledger accounts, and procurement card database; organizes financial records and associated filing systems, as well as records retention for the Fire District.
- Conducts highly complex accounting studies; collects financial and administrative information and compiles data for reports; communicates with District management and other staff regarding the timeliness, accuracy and implications of financial records and data. Responds to requests for information; reviews, investigates, and corrects errors in financial documents.
- Oversees month-end accounting processes and assists with year-end close of financial reporting system; reviews purchase order requisitions from other District Divisions for capital outlay items; manages the preparation of purchase orders; is responsible for balancing of outstanding purchase orders at year-end against encumbrance listing.
- Coordinate grant administration: prepare budgets, work plans, staffing patterns, grant-related travel claims and financial reporting; coordinate approval process and manage grant-related purchasing activities.
- Coordinates the annual financial audit with external auditors; ensures the timely preparation of various financial schedules and reports for the use of the external auditors during the annual audit; coordinates the preparation of the comprehensive annual financial report in accordance with the guidelines and best practices established by the Government Finance Officers Association.
- Oversees the preparation and distribution of the bi-weekly District payroll and weekly accounts payable payments, along with various queries and reports; ensures the preparation and timely filing of various reports such as the monthly State PERS report, and quarterly tax reports.
- Manages medical billing function; ensures that state and federal regulations are adhered to; participate in audits; provides guidance/direction on issues; approves refunds; supervises and resolves collections efforts.
- Audits medical ambulance billing and reconciliation of all accounts.
- Assists District Fire Chief on special projects as required, including representing the District on various committees as assigned; may participate as a negotiations team member.
- Responsible for safeguarding District assets.
- Prepares invoices for all fire billings and claims
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree with major course work in finance, or a closely related field; AND five (5) years of professional level governmental accounting experience; OR an equivalent

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combination of education, training and experience. A Master's Degree and/or CPA license and previous supervisory experience is preferred.

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices of employee supervision, including goal setting, program development, implementation and evaluation, and the management/supervision of employees.
- Principles and practices of Generally Accepted Accounting Principles, governmental auditing, fund accounting and budgeting.
- Government Auditing Standards
- Principles and practices of both internal and external audits.
- Principles and practices of business data processing, particularly related to the processing of accounting information.
- Applicable federal and State laws, statutes, rules, codes and regulations with respect to public fiscal operation.
- Auditing and reconciliation principles and methods.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.

Skill in:

- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training district staff and in policies and procedures related to assigned areas of responsibility.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Development and revision of accounting systems and procedures to meet organizational and customer needs.
- Implementing computerized accounting systems.
- Auditing a variety of internal documents, procedures and reports.
- Analyzing, balancing reviewing, interpreting and reconciling financial reports and transactions.
- Interpreting and applying accounting standards and procedures, applicable federal rules and regulations District policies and procedures.
- Ensuring proper authorization and documentation for disbursements and other transactions.
- Preparing clear and concise accounting and narrative reports.
- Presenting and explaining technical financial data and reports to management and elected officials.
- Communicating effectively in oral and written forms.

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- Making accurate mathematic and statistical calculations.
- Maintaining accurate records and files.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in both a typical and non-typical administrative support setting, which may include working outside the office environment, as needed, requiring the ability to tolerate some adverse weather conditions and on rare occasions, ability to traverse on uneven ground; ability to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to occasionally lift and carry in excess of 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *East Fork Fire Protection District participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____