

# BEAVER DAM-LITTLEFIELD FIRE DISTRICT

Position: **FINANCE DIRECTOR**

Status: 30-35 hours/week

Reports to: Fire Board Chairman, Chief and/or Assistant Chief

Pay: \$22-\$25 DOE

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## **GENERAL SUMMARY**

Responsible for administration and management of the accounting, financial reporting and payroll functions for the District. Ensures compliance with relevant statutes, policies and procedures and generally accepted accounting principles. Facilitates the annual financial audit, worker's compensation audits and other compliance audits as necessary. Works closely with the Chiefs to prepare annual budget and periodic budget amendments, and recommends an annual budget to the Board. Handles human resource administrative functions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manage financial responsibilities of the Fire District, including but not limited to the following:

- Perform accounts payable and accounts receivable functions, verify vendor invoices/statements, verify coding to appropriate budget accounts and compliance with District purchasing policies
- Reconcile bank and county statements on a monthly basis for all District accounts
- Reconcile revenue collections on a monthly basis for all District accounts
- Prepare journal entries to balance financial records in the general ledger and revenue accounts
- Prepare balance sheet reports and maintain depreciation schedules for capital purchase items
- Attend monthly Board meetings, providing the Board with financial data and other essential information. Monitor district revenues and expenditures, make recommendations and take appropriate action to assure sound fiscal control
- Develop, analyze, coordinate and manage fiscal year budget preparation and implementation. Produce budget documentation and monitor budget progress throughout the year
- Manage the annual audit process, and prepare audit lead schedules. Assure compliance with necessary accounting standards. Provide auditor(s) with proper documentation, and use audited statements for financial reporting
- Assure that all local, state, and national accounting procedures are followed
- Maintain backup data of all financial information

Manage Human Resource administrative functions to include:

- Process payroll utilizing submitted time worked and absence information. Prepare all related reports and maintain all payroll related files, ensuring confidentiality and compliance with state and federal statutes
- Handle Worker's Compensation process, including related required documentation and communication
- Administer compensation plan to include processing increases, updating wage scale, etc.

- Gather data and prepare necessary HR reports including Worker's Compensation, OSHA, EEO, DES, etc.
- Provide input into HR related policy/procedure revisions
- Assist with planning of special events, meetings, and other departmental functions

Manage employee benefit administration to include:

- Coordinate and administer employee benefit programs, including liaison with insurance carriers, state retirement system, pension board, etc.
- Assist employees with questions/problems related to employee benefit programs, and educate employees on benefit questions
- Manage the pension program. Stay informed on all pension withholding information, record pension payments, maintain pension accounts, and prepare annual reports for Pension Board

Develop and maintain an awareness of all essential office duties and District operations in order to manage an efficient and positive office environment to include:

- Interact with District personnel, Board members, and the general public in a positive, courteous and tactful manner that exemplifies the Fire District mission
- Handle sensitive and confidential information appropriately

### **QUALIFICATIONS**

- High School Diploma or general education degree (GED) required
- Must be at least 18 years of age
- Valid Driver's License
- Read, Write, and Speak the English language
- Bachelor's degree in Accounting preferred
- Two to Four years' experience in governmental accounting and budgeting
- Experience with computers and other office machines

### **KNOWLEDGE, SKILLS, AND ABILITIES**

This is a hands-on position that requires detailed experience in all aspects of accounting including accounts receivable and payable, payroll processing and HR management, general ledger, financial reporting, internal audit functions and controls, budgets and forecasting, and IT systems management.

- Advanced bookkeeping functions and governmental accounting principles
- Self-starter with strong work ethic and ability to work independently
- Payroll/accounting concepts and labor laws as they relate to payroll
- Knowledge of internal control procedures
- Proficient in MS Excel, Word
- Utilize QuickBooks accounting software