

## **FINANCE DIRECTOR**

**Division:** Finance

**Reports to:** Fire Chief

**FLSA Status:** Exempt

**Job Status:** Regular Full-Time

**Positions Supervised:**

**Represented Status:** Not represented

Staff Assistants as assigned

**Date:** September 10, 2020

### **POSITION SUMMARY:**

Plans, manages, and coordinates the District's general financial operations and related reporting functions. As a member of the District's management team, participates in policy development, planning and oversight within the organization and cooperative endeavors with local, county, state and federal agencies. Provides advice and assistance to the District Board, Fire Chief, managers, supervisors, and employees to ensure compliance in areas of policies procedures, and laws related to sound and generally accepted fiscal practices and procedures. Interacts closely with other supervisors and managers. Provides general direction and leadership to, and directly supervises staff who support fiscal services.

Work is performed under the administrative direction of the Fire Chief and is assigned in terms of broad general objectives. This position exercises independent judgment, decision-making and initiative. Work is reviewed for effectiveness and compliance with District policy.

### **ESSENTIAL FUNCTIONS:**

The following duties are "typical" tasks included in the principal functions of the job. The list is not exhaustive and does not include miscellaneous, incidental or additional duties that may be assigned by the District as needed and are consistent with applicable laws. The Finance Manager must be able to perform the essential functions of the position with or without a reasonable accommodation.

Manages the efficient operation of the business office to achieve goals within budgeted funds and available personnel; policies and procedures, and collective bargaining agreement(s).

Initiates and coordinates the development, implementation, and maintenance of appropriate accounting/finance information systems to meet District goals and needs.

Assures that accounting and reporting systems are accurate and in compliance with state and federal regulations, Generally Accepted Accounting Principles (GAAP), Generally Accepted

Auditing Standards (GAAS) and requirements of the State Auditor's requirements, Accounting and Reporting Standards/Requirements for Fire Districts.

Aligns areas of the District's Strategic Plan. Maintains flexibility in creating and directing short- and long-range plans to assure successful implementation of the Plan as it changes to advance the needs of the District over time as it pertains to budget and finance.

Performs complex professional, technical and administrative functions which include identifying needs and opportunities for improving service delivery methods and procedures in the area of finance.

Prepares, certifies, and monitors all financial documents and records in accordance with Oregon Revised Statutes (ORS) and as required by the District, local, state or federal agencies. Provides Bond Counsel and Bond Consultant with financial reports pertinent to future funding or bond issues.

Prepares and oversees the District's budget under the direction of the Fire Chief. In that capacity, develops policies and procedures associated with the most efficient administration of fiscal responsibilities. Compiles, analyzes and prepares budget requests and reports as required. Ensures the District stays within the approved budget. Publishes and distributes reports to track trends and compliance.

Maintains an accurate multi-year financial forecast to formulate strategies to be used in the long-term planning process. Makes presentations and provides recommendations regarding financial performance to managers, the Fire Chief, and Board as needed.

Functions as the Investment Officer, directs investment activities, and ensures an adequate cash balance is on hand to meet financial obligations. Directs and performs investment research and execution. Invests surplus funds and borrows required funds based upon cash flow projections

Serves as the Auditing Officer to review and sign all accounts payable vouchers presented to the Board of Commissioners for payment. Supervises and executes audit management reporting and oversight.

Monitors and sets internal controls in concert with generally accepted accounting practices. Directs internal audits involving review of accounting and administrative controls.

Prepares external audit materials and external financial reporting. Cooperates with the State Examiner (Auditor) during the annual audit of the District, directing compliance efforts and responding both orally and in writing to recommendations, concerns, and findings.

Reviews and approves waivers for financial assistance to transport billings according to District guidelines.

Manages contracts for auditing, accounting, consulting, investment, insurance etc. Monitors and stores contracts/agreements entered into by the District with the exception of labor and personnel benefit-related contracts otherwise maintained for Human Resources.

Manages all human resources material including employee benefits enrollments and changes. Responsible for filing on-the-job injury claims in a timely manner and following through with necessary correspondence concerning such.

Prepares the development of service rates, depreciation schedules, and financial analysis of the District's proprietary funds and assets.

Ensures bid processes occur in accordance with state law and fire district standards.

Directs appropriate grant applications, monitoring of expenditures and maintenance of grant audit files.

Advises the Fire Chief in a timely fashion about budget status, concerns, and any need for additional revenue sources as well as recommends/implements levy requests to fruition.

Oversees the implementation of District policy with regard to purchasing and supplies.

Accepts training opportunities and additional responsibilities as the growth of the District may require, and as new technologies arise.

Appears for scheduled work with regular, reliable and punctual attendance. Establishes and maintains cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plans and organizes work and completes tasks within prescribed timeframes.

Serves as administrative secretary to the Board of Directors; collects and prepares material for regular and special board meetings, notifies board members of meetings, attends meetings and drafts minutes, prepares and distributes finished minutes, researches information and types reports for board.

Knowledgeable in all public meeting laws and assists the Board of Directors with such laws.

Develops Resolutions and Ordinances as required.

Serves as recording secretary to the budget committee; notifies committee members of meetings, places legal notices in local paper, attends meetings and drafts minutes, types and distributes finished minutes.

Coordinates development and submission of District ballot information and public information brochures for District elections. Guides District through election time lines.

**Other Job Duties:**

Performs related duties as assigned.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

**Knowledge of:**

Public sector accounting and financial procedures, including Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and requirements of the State Auditor Municipal Budgeting, Accounting, and Reporting standards/requirements (BARS) manual for Fire districts.

Principles and practices of planning, preparing, coordinating, monitoring and evaluating budget at the organizational level.

District policies and procedures, as well as City, State and Federal regulations specific to the administrative requirements of the District, specifically those in the areas of fiscal responsibility. This includes municipal record keeping in accordance with ORS and considerable knowledge of the function, organization, staffing, and operating procedures of a Fire District.

Financing methodology for Fire Districts, including property tax levies, levy lid lifts, excess levies, general obligation bonds, Fire Benefit Service Charge, Property Casualty and liability insurance coverage.

Knowledge of the Federal Fair Labor Standards Act (FLSA) and Oregon State wage and hour laws for bargaining unit personnel and non-represented exempt and non-exempt workers.

Knowledge of accounting software or similar computer-based accounting/finance/payroll system and software applications.

Knowledge of and/or ability to learn all aspects associated with the Crewsense attendance software program utilized by the District.

Effective communication practices, including methods and techniques of developing and conducting presentations, motivation of subordinates, and conflict resolution.

Standard office equipment and computerized database, spreadsheet, graphics and word processing applications. Knowledge and proficiency with Microsoft Office products.

Management and supervisory principles and practices including program planning, contract requirements, budgeting and providing direction.

**Ability to:**

Prepare and analyze complex and comprehensive reports, budgets, departmental materials and correspondence.

Demonstrate a strong sense of personal ethics and integrity along with a high degree of professional judgment and discretion.

Represent the District in the community and with political leaders in a manner that is consistent with District policies, missions, and values.

Solve problems and make decisions in stressful situations; adapt and be flexible to meet the needs of differing circumstances. Negotiate through conflict and solve problems.

Plan, organize, and implement programs to meet District needs.

Make verbal presentations to staff and a variety of groups with diverse backgrounds.

Communicate effectively, both orally and in writing; develop and effectively present technical and

complex information and training material.

Perform assignments independently with minimal supervision, and as part of a team.

Plan, set work priorities, train, direct, motivate, evaluate, and provide guidance to assigned staff including taking disciplinary action.

Lead, motivate and maintain a high level of morale.

Establish and maintain effective working relationships with coworkers, subordinates, other staff, public officials, and the general public, representatives of other agencies, organizational groups and individuals.

Understand and follow instructions and directions.

Effectively coordinate, perform and complete duties and assignments in a timely manner.

Establish and maintain accurate records of assigned activities and operations.

Be self-motivated and capable of advancing the goals of the District, while contributing to a positive, productive work environment.

Learn and adapt to various software applications.

Work flexible hours and fulfill all traveling requirements of this position.

**PHYSICAL DEMANDS AND WORKING CONDITIONS** *(Representative of those that must be met or that will be encountered by the employee while performing the essential functions of the position, with or without a reasonable accommodation.)*

- Work is generally performed in an office setting.
- Finger dexterity is generally required to use and operate a personal computer and related office equipment.
- Eye sight and vision is generally used to read written materials.
- Sitting and/or standing could occur occasionally for extended periods of time.
- Clear speaking and adequate hearing are necessary to communicate effectively and respond appropriately using in-person, telephone, email, or other electronic means.
- It may be necessary to occasionally lift 25 pounds or frequently lift 10 pounds in order to carry/move objects, files or materials.
- This position may also require work during scheduled evening and weekend hours, sometimes in excess of 40 hours per week. A varied schedule may occasionally be required.

## **QUALIFICATIONS**

### **Education/Experience:**

#### **Required:**

A four-year degree in business management or public administration or a closely related field, or a combination of education and related experience at this level, and

At least 5 years of administrative experience that shows the ability to function at this level in the organization,

Extensive knowledge of advanced financial, accounting and auditing principles and procedures.

Experience with and ability to learn and adapt to new software applications on a personal computer.

Prior to appointment, the successful candidate may need to submit to and pass a background check.

Must be bondable and insurable.

#### **Preferred:**

Master's degree in a related field or CPA

Experience with public agency finances at the managerial level.