

**JOB TITLE: District Secretary/ Finance Manager****1.0 Position Summary**

1.1 This is a full-time, non-exempt clerical support position, reporting directly to the Fire Chief. A position in this class performs the full range of duties and responsibilities associated with administrative, financial, and support service functions of the District. This position serves as the District's Chief Financial Manager as well as the District Secretary. The Finance Manager plans, organizes, leads, and manages the District's financial activities including accounting, fiscal management, and financial forecasting and ensures agency compliance in all fiscal activities. Performs professional duties providing for custody and control of district resources. As a member of the District's management team, participates in policy development, planning and oversight within the district and cooperative endeavors with local, county, state, and federal agencies. Supports the district's strategic and business goals and objectives. Individuals assigned to this position are expected to show professional conduct, discretion, and confidentiality in their duties. Individuals assigned to this position are expected to be self-motivated and able to work proactively with minimal daily direction.

**2.0 Distinguishing Characteristics of the Class**

2.1 The Finance Manager performs the most complex professional finance level work in the accounting and finance areas of the fire district. This is a administrative position in which the Financial Manager plans, organizes, and manages the district's financial tasks, such as accounting, fiscal management, long-range financials, budgeting, and risk management activities in the Finance division.

2.2 This position requires a high degree of communication skills, both written and oral, including presentation skills before internal and external audiences. In working with different groups this position demands diplomacy, listening and problem-solving skills, and the ability to carry forward the District's position in a professional and positive manner to District members and the public. To perform this job successfully, an individual must be able to perform each essential duty thoroughly and acceptably. The incumbent must consistently respect the individual values of all departmental employees and members of the community, without public or private ridicule. They must effectively communicate, build rapport, and relate well with diverse populations by providing good customer service with the community by anticipating, meeting and exceeding customer needs, wants and expectations. The individual must demonstrate self-control and ability to manage time and priorities, with minimal supervision. They must demonstrate the ability to meet and deal with the public and staff in a pleasant, courteous, and professional manner, and at times, during stressful situations. They must have the skill and ability to maintain confidentiality and discretion, when assisting with personnel, medical, or other sensitive information.

**3.0 Required Minimum Qualifications, Licensing, and Requirements**

3.1 The successful candidate must be able to work independently. In addition to tasks and responsibilities that include a broad range of management and organizational skills from reception and interaction with our community to various secretarial,

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accounting, District Board oversight, and the day-to-day operations of the District the position requires:

### **3.2 MINIMUM REQUIREMENTS**

- This position requires a high school diploma or equivalent and college coursework in accounting, or a closely related field; graduation from an accredited college or university with a degree in one of these areas is desired. Education must be supplemented by three years of increasingly responsible administrative experience. Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.
- Must possess a valid Washington State driver's license (or be able to obtain one) without record of suspension or revocation in any state and continuously maintain a valid Driver's license.
- Successfully pass a medical drug and alcohol screening, psychological examination, and criminal background check.
- Be insurable and bondable under District's existing vehicle and umbrella liability insurance carrier and Washington State Law.
- Experience / proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint, Teams, etc.) and file sharing PC systems

### **3.3 Trainings to be completed immediately upon hire:**

- Open Public Meetings Act (OPMA)
- Public Records Act (PRA)
- Springbrook (previously known as BIAS) Financial Software
- Department of Retirement Systems Employer Reporting Application (DRS ERA)
- Health Insurance Portability and Accountability Act (HIPAA)

### **4.0 Preferred Qualifications, Licensing, and Requirements**

- A Bachelor's degree in Accounting, Economics, Finance, or other relevant subject matter.
- Five years of experience in a position with similar responsibilities.
- Obtain a Notary bond.
- Languages: Spanish oral and written
- Experience with or capable of learning data-entry systems such as DRS ERA, Springbrook or other accounting software, Bamboo or HRIS software, website or HTML, and other online account systems.
- 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.
- Experience with public agency finances at the managerial level.

### **5.0 Knowledge, Skills, and Abilities**

- Participate as a team member establishing and maintain effective working relationships, as required by the work assignments.
- Type at an acceptable level of proficiency as required by the position and have advanced computer experience by demonstrating skills in office management software, such as word processing, spreadsheet programs, databases, internet and e-mail.

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- Work independently, demonstrate time management and organizational skills, and work under stressful conditions.
- Demonstrate a wide variety of clerical tasks, such as letter composition, report format, basic bookkeeping, filing, record-keeping, English grammar and spelling.
- Proficiently operate standard electronic office equipment, such as photocopy machines, postage meters, multi-line phone systems and personal computers.
- Establish day-to-day work priorities.
- Perform assigned projects, requiring independent research and judgment.
- Maintain State-of-the-Art skills for this position through classes, seminars and conferences, as provided by the District.
- Read and interpret documents, such as safety rules, policies and procedures, and administrative/financial procedural manuals.
- Communicate in the English language, orally and in writing.
- Compute percentage rates and other calculations necessary, to apply accounting functions.
- Maintain knowledge of District and Community Resources.
- Consistently and effectively communicate District branding through written and oral communications.

### **6.0 Performance Standards**

- Quarterly check-ins for first year of employment to be integrated into the District-wide review system which includes peer reviews, supervisor review, and a self-evaluation.
- Check-ins and reviews will focus on quality of work, attendance, and ability to meet expectations.

### **7.0 Working Conditions/Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel objects, tools, or controls, reach with hands and arms, as well as speak and hear. The employee is frequently required to stand, walk, stoop, and kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works under some of the conditions described above. Work is normally performed indoors in an office environment. At times, the employees may find themselves in psychologically demanding environments, involving emotional, psychological, or medical stress. The noise level is usually quiet, however, can be loud at times during emergency calls transmitting throughout the fire station.

### **8.0 Examples of Work**

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.

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### **8.1 DISTRICT SECRETARY**

- Knowledge of Fire District Law, Open Public Meetings Act, Open Public Records Act, and Fire District Law.
- Is responsible for Board Meetings to ensure compliancy with Open Public Meeting Act.
- Prepares agendas, revises Standard Operating Guidelines (SOGs), composes resolutions and records proceedings of Board of Commissioner meetings, including taking minutes.
- Generate, distribute and archive agendas, reports and related packets/materials, ensuring accurately executed documents are completed by the appropriate party.
- Serves as a member of the Board of Trustees for the local Board of Volunteer Firefighters (BVFF).
- Assists the Board of Commissioners with requests for information, reports, and/or records.
- Files and retrieves contracts, employment, professional services, revenue, and labor.
- Complies information and data for Public Records requests.
- Serves as recording secretary for the Board of Fire Commissioners.
- Attending evening meetings (usually twice a month)
- Takes, transcribes, and maintains accurate Board meeting minutes
- Prepares meeting agenda and packets, posts agenda and special notices ensuring timely distribution, including proper posting as required by state statutes
- Maintains projected agenda information
- Provide the Fire Chief with a summary of actions and follow-up items from Board meetings
- Interpersonal skills using tact, patience, and courtesy.

### **8.2 FINANCE MANAGER**

- Performs professional accounting duties related to cash management, budget, revenue accounting, accounting reconciliation and adjustment.
- Oversees and takes responsibility for preparing all financial statement and reports as well as identifies and resolves problems in payroll, expenditure, revenue, taxes, accounting, budget, and other technical financial records in a regular and timely fashion which include accounts payable reconciliation, accounts receivable reconciliation, cash flow reporting, balance sheet audits, monthly, quarterly, and annual payroll, technical financial and tax reports.
- Reconciles and verifies the accuracy of all accounting processes, records and reports and their compliance with generally accepted accounting and budgeting principles and practices
- Provide relevant financial information to the Board of Fire Commissioner and/or the Chief.
- Prepares financial reports for Board of Commissioners meeting packets.
- A working knowledge of the State's BARS Codes and their management.
- Manage payroll with issuance of semi-monthly paychecks (and their necessary deductions) related State and Federal taxes and payments.
- Plans, organizes, and manages the district's financial accounting activities: payroll, accounts receivable, accounts payable, fixed assets, inventory, ambulance billing.

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Balances revenues, expenditures, and debt issuance; provides financial analysis, and audit guidance.

- Create and/or maintain a series of financial controls and procedures for all agency business operations.
- Assists the Fire Chief with development of labor contract proposals and bargaining strategies, is a member of the negotiating team, and administers collective bargaining agreements.
- Maintains agency accounts including voucher & warrant oversight and management.
- Responsible for the various ledgers including cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable and journal entries to adjust the general ledger.
- Ability to create and manage the agency's annual budgets.
- Through understanding of budgetary and accounting principles practice and policies.
- Monitors and approves division expenditures in accordance with district policies and principles of sound fiscal management. Oversees accounts receivable/payable and accounting duties, reconciles petty cash and travel expense accounts monthly, maintains and continually updates computer records of all official transactions.
- Primary contact for the State Auditor and prepares all documents for the District's annual audit to include the District's Annual Report. Oversees the entire audit process for the District. Develops financial controls and procedures to address audit requirements.
- Analyzes complex financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability.
- Prepares spreadsheets, tables, charts, and graphic materials.

### **8.3 AUXILIARY RESPONSIBILITIES:**

- Engagement and management role with Scouting & Explorer Programs.
- Assist in the planning and implementation of district events. (For example, the Annual Open House Event).
- District's Financial Manager/Management in conjunction with the staff of the Emergency Operations Center, when activated, during localized and regional emergencies and/or disasters.
- Provide administrative assistance to Chief Officers and work collectively with the IT Manager.
- Performs front office duties as assigned by the Fire Chief.
- Participate as a Senior Advisor to the Chief Officers with within the Administration Team.

### **9.0 Definitions**

This sub-section intentionally left blank.

**END**

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Date of Administration's Approval: \_\_\_\_\_ 05/03/2022 \_\_\_\_\_  
Date of Board's Approval: \_\_\_\_\_ Not required for Job Descriptions \_\_\_\_\_  
Date of Implementation: \_\_\_\_\_ 05/03/2022 \_\_\_\_\_  
Date of Latest Revisions: \_\_\_\_\_ 05/03/2022 \_\_\_\_\_

**Comments:**

*The statements contained herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. 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.*

**General Sign-Off:** The employee is required to adhere to all District policies, regulations and procedures. The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (print): \_\_\_\_\_ Employee #: \_\_\_\_\_