



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE Finance Manager

DIVISION Administration Division

FLSA STATUS Non-exempt

SAFETY SENSITIVE No

DEFINITION

Under general supervision, performs a variety of clerical accounting duties involving financial record keeping or bookkeeping.

DISTINGUISHING CHARACTERISTICS

This is a supervisory position in the Administration Division; responsible for training, directing and monitoring assigned personnel. The class is distinguished from other Administrative positions by the focus on financial responsibilities; the complexity of the collective bargaining incentives in relation to payroll; the complexity of grant tracking and reporting requirements for which the position is responsible and the consequences of an error in the work performed, and independence of work activities.

REPORTS TO: Administration Division Manager

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Manages and directs the activities of assigned personnel; coordinates priorities and assigns tasks and projects; tracks and reviews work progress and activities; assists in the recruitment, selection, training, development and performance reviews; undertakes disciplinary action as required; ensures appropriate scheduling of staff to ensure proper coverage to meet business needs.
2. Provides oversight of bi-weekly payroll and other functions related to payroll which include but are not limited to balancing and maintenance of voluntary deduction files, remittance of payroll taxes and premiums, submission of electronic transfers; assists employees with queries related to payroll; calculates gross pay adjustments, pro-rated leave, termination pay, child support, garnishments and IRS levy withholdings as needed.
3. Verifies the accuracy of computer data input of payroll-related information; reviews information for compliance with contractual agreements to ensure consistency, accuracy and fairness.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

4. Provides oversight of employee leave updates and resets as needed; administers the vacation/sick/compensatory time buy-back program, ensures accuracy and monitors employee leave balances.
5. Responsible for closing the calendar and fiscal year for the payroll, accounts payables and accounts receivables; verifying and ensuring that all data converts over accurately; and ensures all year end processing is completed accurately and within the required timeframe.
6. Serves as resource for Chief Officers/Division Chiefs on expenses and budget matters; reviews expenditures to ensure budget compliance; audits expense accounts and vouchers; collects and maintains records for actual operating expenses to compare with estimated budget; assists in completing the District's preliminary and final budget and related documents.
7. Assists with the design and implementation of budgetary control systems; reviews operating budgets to analyze trends affecting the budget needs; acts as a liaison with divisions regarding budget planning, and grant reporting.
8. Recommends changes/additions to and assists in implementing policies and procedures.
9. Maintains project ledgers, computer based spreadsheets/databases; monitors and reports related expenses.
10. Ensures compliance to District policy and federal, state and local laws, and regulations.
11. Serves as the liaison with the fire district's accountants to ensure that accurate recording of financial information meets division, organization, and grant tracking requirements.
12. Works closely with auditors to provide supporting documents and explanations; drafts audit response to findings and implement procedural changes and follow-up reporting as directed.
13. Establishes and maintains accounting systems and procedures which provide necessary documentation plus audit trails for fiscal transactions and classification of expenditures.
14. Prepares grant administration billing and supporting documentation; coordinates and manages grant administration activities; prepares/reviews grant preparations, awards and cooperative agreements; designs, develops, implements and administers grant polices, practices and procedures; acts as liaison between granter and grantees; participates and resolve audits; prepare and process change requests; tracks expenditures and closes out grants.
15. Fosters a continuous improvement environment through the elimination of duplicate efforts by streamlining and creating efficiency and automation.
16. Provides on-scene administrative support during significant events/disasters as needed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats;
- Business mathematics and statistical practices;
- Principles and techniques of deposit processing, accounting and bookkeeping;
- Governmental accounting principles relate to accounting receivable;
- Departmental policies and procedures;



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Payroll system and processes;
- Research and analysis and project implementation techniques;
- Terms and acronyms commonly used in assigned function;
- Budgeting activities including preparation, justification, maintenance, analysis, and status reporting;
- Performing detailed office support work accurately;
- Standard office practices and procedures, including filing, and operation of standard office equipment;
- Correct English usage including grammar, punctuation, and vocabulary, and
- The Incident Command System;
- Principles and practices of supervision and training;
- Personnel, fiscal, property, and purchasing guidelines and procedures; and
- Pertinent federal, state and local laws, codes, and regulations.

Skill to:

- Perform basic arithmetic calculations using a calculator such as discounts, interest, proportions, and percentages;
- Complete assigned projects independently and in a timely manner;
- Organize priorities and work processes to meet deadlines for self and with assigned personnel;
- Communicate orally with outside auditors and others regarding agency accounts;
- Read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations;
- Create advanced level financial worksheets utilizing various software programs;
- Meet critical time deadlines; and
- Contribute effectively to the accomplishment of Division and organizational goals, objectives and activities.

Ability to:

- Handle multiple concurrent projects and manage priorities and tasks to meet schedules and timelines;
- Handle financial records and accounts in an accurate, professional manner;
- Make and maintain accurate records on a daily, weekly, and monthly basis;
- Understand, interpret, and apply policies, procedures, and written and oral directions to specific situations;
- Supervise, train and evaluate assigned personnel;
- Follow written and oral instructions;
- Maintain confidentiality of sensitive information and data; and
- Interact positively with others including the general public, elected officials, other organizational staff, and coworkers.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field; AND five (5) years of broad and varied experience in numerous facets of payroll, A/P, A/R, grant management, complex budget, and financial management, preferably within a governmental entity.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.

- Possess and maintain a valid driver's license.
- Must possess or have the ability to obtain Incident Command Systems (ICS) IS-100, IS-200, IS-700 and IS-800 within six (6) months of employment.
- CPR certification within six (6) months of hire.

Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and monitor for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants are encouraged to discuss potential accommodations with the employer.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

WORKING CONDITIONS

Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car for business purposes. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE