

Rancho Santa Fe Fire Protection District

MANAGER, FINANCE & ADMINISTRATIVE SERVICES

CLASSIFICATION DEFINITION

To oversee, coordinate and direct the Fire District's financial, accounting and record keeping operations and activities; to oversee the Fire District's human resources functions including recruitment, compensation, benefits, payroll and related program areas; to serve as the Board Clerk/Secretary to the Board of Directors if required; and to provide administrative support to the Fire Chief.

CLASSIFICATION CHARACTERISTICS

The Finance and Administration Manager will be responsible to lead a team of professionals to complete a range of administrative duties within the areas of finance and human resource. The incumbent shall have exceptional leadership and time, task, and resource management skills. The incumbent must have "hands on" capability in administrative processes and possess excellent communication and organizational skills.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Fire Chief, or when acting as Board Clerk/Secretary of the Board, from the Board of Directors. Exercises direct supervision over clerical staff, consultants and/or vendors in assigned areas of responsibility.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Plans, organizes, and directs all activities of the Fire Districts Administrative section, including budgeting, financial reporting, payroll, office automation and information systems, contract management, personnel management, evaluating subordinate personnel and general human resource needs.
2. Responsible for management of Fire District financial and accounting operations, which may include general accounting, financial reporting, revenue and investment.
3. Participate in the development and implementation of Fire District goals, strategies, objectives, policies and procedures for assigned areas of responsibility; administer policies and procedures.
4. Review and analyze payment and general accounting transactions including accounts payable, accounts receivable, payroll, cash receipts and disbursements, budget adjustment, chart of account changes and related financial areas; research and resolve accounting issues.
5. Work with assigned staff to reconcile and balance financial transactions to the general ledger; ensure the Fire District's general ledger is well maintained based on generally accepted governmental accounting principles; develop and maintain charts of accounts and other supporting records for financial transactions.

6. Prepare periodic and annual reports including monthly statements, annual finance reports, budget reports and related documents; assist independent auditors conducting the Fire Districts annual audit.
7. Develop and oversee budgets; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
8. Assist in development of the Fire District's annual budget; coordinate budget documentation requirements with District staff; compile budgets and supporting schedules; develop systems to monitor and track District budget expenditures; prepare budget reports.
9. Manage/oversee the Fire District's human resources program areas which may include recruitment, compensation, classification and employee benefits administration; coordinate human resources and payroll operations with agency staff, consultants and/or vendors as may be necessary to ensure adherence to District and mandated rules, regulations, policies and procedures.
10. May serve as Board Clerk/Secretary to the Board of Directors; coordinate the preparation of Board meeting agendas and meeting schedules; attend meetings; prepare and distribute meeting minutes.
11. Provide professional level support in administrative projects; research, compile and analyze data; recommend changes or solutions; prepare written and oral reports as required.
12. Select, train, motivate and evaluate any assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of finance and general accounting programs to include Microsoft Dynamics (Great Plains).
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications (Microsoft).
- Principles and practices of finance and general accounting services including debit, credit, journal entries and general ledger operations. Generally accepted record keeping, reporting and accounting principles.
- General payroll administration
- Principles and practices of budget preparation and control.
- Methods and techniques of conducting audits.
- Operations, services and activities of a human resources management program.
- Principles and practices of human resources administration including recruitment, selection, compensation and benefits.
- Rules and regulations governing the conduct of public agency Board and committee meetings.

- Rules, regulations, policies and procedures governing public agency purchasing programs. Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, direct, coordinate and evaluate the work of lower level staff.
- Direct and oversee District accounting and financial analysis programs.
- Interpret and explain District policies and procedures in assigned program areas.
- Ensure District-wide compliance with mandated rules, regulations, policies and procedures in assigned program areas.
- Provide recommendations on District accounting policies and procedures.
- Serve as Board Clerk/Secretary to the District Board of Directors if directed.
- Oversee, direct and coordinate human resources programs and activities.
- Maintain accurate and current files and records in assigned program areas.
- Research, evaluate and compile data for studies and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university is desirable; or major course work in finance, accounting, business administration or related field.

Experience:

Eight (8) years of increasingly responsible technical, administrative, or analytical experience in a public agency/special district or any combination of experience and training that would likely provide the required knowledge and abilities to operate within a public agency/special district.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of

neck, fine finger dexterity to operate keyboards and writing materials. May carry materials weighing up to 20 pounds.

Vision: Vision sufficient to read small print, numerical figures, financial transactions, computer screens and other printed documents.

Environment: Normal office setting.

BACKGROUND INVESTIGATION

Prior to appointment, candidates will be subject to comprehensive background investigation. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recent.

PROBATIONARY PERIOD AND CLASS HISTORY

Incumbents appointed to positions in this classification shall serve a probationary period of 12 months.

DISASTER SERVICE WORKER

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.