

# RANCHO SANTA FE FIRE PROTECTION DISTRICT



<b>Position Title</b>	Finance Manager
<b>The Rancho Santa Fe Fire District (District)</b>	Under general direction of the Fire Chief, plans, directs and manage all aspects of the District’s financial activities, including accounting, payroll, treasury, budgeting, accounts payable, and purchasing services; advises Fire Chief and other management staff on a wide variety of financial issues. Completes special assignments in support of the Fire Chief.
<b>Duties</b>  <i>Under the direct supervision of the Fire Chief the following are the duties performed by an employee in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.</i>	<ul style="list-style-type: none"> <li>• Plans, directs and facilitates completion of all finance related activities of the District.</li> <li>• Develops, manages and evaluates plans, policies, systems and procedures applicable to financial management responsibilities.</li> <li>• Advises managers and supervisors on a wide range of financial issues and practices including complex organizational matters.</li> <li>• Supports organized labor negotiations as necessary.</li> <li>• Directs, trains, supervises and evaluates staff; establishes and monitors performance requirements; provides coaching for performance and/or corrective action as appropriate.</li> <li>• Directs, supervises and reviews the work of staff responsible for accounting, payroll and other finance functions.</li> <li>• Oversees completion of, and ensures compliance with, mandated financial reporting and regulatory requirements such as the annual audit, state controller’s report, and state and federal tax reports.</li> <li>• Oversees and directs the preparation and processing of accounting transaction, including preparation of journal entries and reconciliation of general ledger and subsidiary records and accounts.</li> <li>• Directs and completes a variety of financial reports including monthly and annual financial statements, including the Comprehensive Annual Financial Report (CAFR) and investment reports.</li> <li>• Directs and conducts year-end closing process and reporting; establishes and maintains internal control procedures, and ensures control procedures and accounting standards are met.</li> <li>• Leads, coordinates and oversees the budget development process; prepares or directs preparation of budget documents, and supporting exhibits and reports; presents budget to various groups including the Board of Directors.</li> <li>• Monitors the budget throughout the year; identifies, coordinates research, and works with District management to resolve budget related issues.</li> </ul>

## Duties

*Continued*

- Ensures that published budget and CAFR documents are prepared in accordance with industry standards, generally accepted accounting principles and government accounting standards, as well as guidelines prescribed by applicable state and/or federal municipal finance trade associations for, and annually submits budget and CAFR documents to associations for award consideration as appropriate.
- Manages the District's treasury functions, debt management activities, and ensures the District cash flow needs are met; establishes and maintains sound internal controls over all cash and securities; manages the District's 115 trust and banking relationships.
- Attends Board meetings; prepares and presents or directs preparation and presentation of reports on all financial matters.
- Ensures compliance with the District's purchasing policies; manages office supply contracts; oversees and directs preparation and approval of purchase requisition and purchase orders.
- Oversees contracts and agreements and monitors compliance for major capital purchases of goods and services.
- Monitors developments in areas of responsibility including proposed legislation and/or court decisions; assesses potential impact on District practices and operations; makes recommendations regarding appropriate policy and procedural changes.
- Oversees the accurate filing of regulatory reporting.
- Assist the Board of Directors and Fire Chief with managing the District's investment plans.
- Any other duties as assigned

## Qualifications

*To perform a job in this classification, the individual must be generally able to perform the essential duties described in this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific job.*

Minimum age of 18 years is required

### **Education**

- Possession of a Bachelor's Degree in finance, accounting, public or business administration or a closely related field from an accredited college or university is highly desirable.

### **Experience**

- At least five years of progressively responsible financial operations experience.

### **Knowledge and Abilities**

- Theory, principles, practices and techniques of public administration, public financing, financial management and long-range planning applicable to a public agency.
- Principles and practices of governmental accounting, including internal control and audit, treasury management, financial statement preparation and methods of financial control/reporting.
- Research methods, statistical and financial analysis and modeling techniques.
- District operations and functions and associated financing, budgeting and purchasing.

## Qualifications

*Continued*

- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Principles and practices of effective management and supervision.
- Plan and manage a full range of finance and accounting activities for a public agency
- Identify finance, budget and treasury management issues, perform complex analyses, evaluate alternatives and develop sound conclusions and recommendations.
- Develop and implement appropriate operational and financial procedures and controls.
- Understand, interpret, explain and apply federal, state, and local regulations and court decisions applicable to areas of responsibility.
- Present information clearly, logically and persuasively in a variety of settings.
- Recommend and implement goals, objectives and practices for providing effective and efficient financial management of the District.
- Conduct research, compile and analyze information, and prepare comprehensive reports, financial analyses and other written materials.
- Organize, direct and evaluate assigned staff, and identify and provide for training needs.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound judgement, tact and diplomacy in dealing with sensitive and confidential issues where there are multiple, conflicting agendas and positions.
- Establish and maintain positive and effective working relationships with a variety of people including District personnel, elected officials, other municipal representatives and the public.

## Physical Demands and Working Environment

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

Work is performed in a typical office environment with the following characteristics:

- Mobility — frequent use of keyboard; frequent sitting for long period of time; intermittent walking or standing; and occasional bending or squatting.
- Lifting — frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision — constant use of overall vision; frequent reading and close-up work; occasionally color and depth vision; identification and distinguishing of colors and depth.
- Dexterity— frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking—frequent hearing and talking, in person and on the phone.

<p><b>Physical Demands and Working Environment</b> <i>Continued</i></p>	<ul style="list-style-type: none"> <li>• Emotional/Psychological—frequent decision-making and concentration; frequent problem solving; frequent contact and interaction with public, co-workers, and other professionals; intermittent periods of working alone.</li> <li>• Environmental—frequent exposure to computer screens and noise.</li> </ul> <p><b><u>Driving History</u></b></p> <ul style="list-style-type: none"> <li>• Applicants must possess a valid “Class C” California Driver’s License with a good driving record at the time of employment.</li> </ul>
<p><b>Uniform</b></p>	<ul style="list-style-type: none"> <li>• Business Casual.</li> </ul>
<p><b>Vehicle</b></p>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• Reference Benefits Page.</li> </ul>
<p><b>Work Schedule</b></p>	<ul style="list-style-type: none"> <li>• Successful applicants may be assigned to work a 4/10 schedule. Starting 01/21/2024. Monday thru Thursday or Tuesday thru Friday hours 7:00 am — 5:30 pm (subject to change)</li> </ul> <p><b><u>NOTE:</u></b> Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers who can be called upon in any emergency. As such, employees may be required to perform duties outside their normal job responsibilities.</p>
<p><b>Application Process</b></p>	<ul style="list-style-type: none"> <li>• All applications will be reviewed for completeness and the most appropriately qualified individuals will be invited to continue in the selection process. <ul style="list-style-type: none"> <li>◊ Completed Fire District Application—Signed</li> <li>◊ Resume</li> <li>◊ Supplemental Questions (Optional per Fire Chief, see Job Flyer)</li> </ul> </li> <li>• A completed Fire District application, resume, and required documents shall be hand delivered or mailed to the administrative office. <i>(See Job Flyer for details on address locations)</i></li> <li>• Resumes without application will not be accepted</li> <li>• Postmarks will not be accepted</li> <li>• The examination process for the position may include any or all of the following components: <ul style="list-style-type: none"> <li>◊ Oral Interview</li> <li>◊ Background Investigation (Optional per Fire Chief)</li> <li>◊ Drug Test (Optional per Fire Chief)</li> <li>◊ LiveScan (Optional per Fire Chief)</li> <li>◊ Credit Check (Optional per Fire Chief)</li> </ul> </li> </ul>