



Estacada Fire District

POSITION DESCRIPTION

Title: Finance Officer

Exempt/Non-Exempt: FLSA Exempt.

Non-Represented

Reports to: Fire Chief

Pay grade/range: \$23/hour - \$28/hour Depending on Experience; Benefits available prorated for part time employee.

Effective date: 11/17/2021

New position Position change Updated

General Position Summary:

Under the general direction of the Fire Chief, the Finance Officer functions in an administrative capacity for the fire district and fulfills the duties of finance manager. Performs a variety of administrative, technical, budget and accounting and professional work in directing and supervising the financial accounting and records management systems of the district. Duties require a comprehensive understanding of government related budget and accounting functions and systems and ability to apply policies and procedures that facilitate effective financial control and analysis which impact the mission of the fire district.

Supervision Received

The Finance Officer reports and is responsible to the Fire Chief.

Essential Functions/Major Assignments:

- Key contributor responsible in setting the district's annual budget creation. Support and direct the preparation, submission and objectives of division annual budget requests, line items, supplemental and maintenance. Prepare and submit the annual budget for final approval. Provide financial analysis and potential impact of requested expenditures.
- Analyze and present a wide variety of financial data including annual budget presentations, monthly status reports, project status reports, audit reports and related correspondence. Develop, prepare, and provide accurate and reliable monthly budgeting and forecasting projection reports based on financial modeling. Include narratives, setting forth conclusions, potential risks, and recommendations. Identify long term budgetary adjustments.
- Supervision and management of all contracts, accounting records, vouchers and payments outlined in the budget commensurate with state and local laws.
- Oversee the processing of all financial transactions and authorize related funds.
- Maintain monthly accounting of revenues and expenditures, keeps the Fire Chief and Board of Fire Directors advised.
- Provide reports and leads the assistance to the Auditor as required.
- Responsible for the professional management and completion of all assigned administrative functions and projects.
- Establish and manage daily review of administrative systems to assure timely reports



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and correspondence; manages incoming and outgoing reports and correspondence; supervises the receipt and distribution of incoming financial statements.

- Develop and update administrative policies and procedures including writing policies as required.
- Ensure compliance with Federal, State, and County requirements related to administrative and financial activities. Consult District's legal counsel to ensure that policies comply with federal and state law.
- Monitor revenue and expenditures to ensure appropriations are not exceeded and that District spending best achieves objectives and avoids penalties. Identify potential cross organizational impacts of program budgets to aid in managing financial risks of the agency.
- Coordinate all grant activity and reporting for grants. Seek grant funding opportunities. May write grants
- Creates and maintains complex and confidential records including financial, contracts, agreements, and payroll consistent with record retention requirements.
- May provide and respond to requests for District information consistent with the Open Public Meetings Act and within public disclosure requirements. May be assigned Record Custodian duties include managing record retention archive and destruction.
- May develop proposals and strategies for collective bargaining processes and other matters as needed.
- May attend administrative and other meetings as required and participate on committees as requested.
- Maintain professional affiliations as appropriate and participate in professional activities to keep abreast of developments in administrative and financial areas.
- Maintain a positive working relationship with other districts and governmental agencies, which allow exchanges of information and services.
- Research and implement computer programs to facilitate administrative and financial actions in the district.
- May represent the Fire Chief and Board of Fire Commissioners with civic leaders, committees and boards as directed.
- Performs other duties as assigned

NOTE: The intent of this listing of 'typical' essential functions is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be assigned during normal operations.

Secondary Functions:

- May perform functions Office Manager in short- or long-term absence of Office Manager.

Knowledge:

- Working knowledge of government purchasing, budgeting, risk management and computerized financial systems.



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- Thorough knowledge of the principles and techniques of fiscal management and budgetary control, principles and practices of accounting and business administration, including knowledge of pertinent federal, state and municipal laws related to assigned job duties.
- Knowledge of Oregon open public meetings and public records laws.
- Knowledge of record retention laws governed by the State of Oregon.
- Knowledge of the general principles of public fiscal administration including budgeting, purchasing, personnel systems, cash management, reporting and automated data processing application.
- Knowledge of Governmental Accounting Standards Board (GASB).

Skills:

- Critical thinking, detail-orientation, and time management.
- Using networks, computers, and specific programs such as QuickBooks, online banking, Microsoft 365, Word, Office, Excel spreadsheets, financial systems etc.
- Convey information verbally and written effectively and efficiently; possess competent verbal, nonverbal and written communication skills.

Abilities:

- Ability to apply financial theory and principles to resolve problems.
- Ability to gather, assemble and analyze facts, draw conclusions, and devise techniques suitable for management. Adept at problem solving
- Ability to prepare and deliver oral and written reports on financial matters.
- Ability to develop and manage administrative projects and to anticipate and respond to administrative and operational problems.
- Ability to make decisions after collecting relevant information and to provide guidance on appropriate actions to take.
- Customer-service orientation—ability to convey a sincere willingness to be of service and/ or open to resolving the situation at hand.
- Ability to successfully work independently given strategic direction.
- Ability to work effectively in a team environment utilizing leadership to interact with others in a manner that is professional, sensitive, calm, and unbiased.

Education, Experience, and Certification/Licensure:

Required:

- Three (3) years of experience in accounting, banking, or financial management.
- Experience in Public Sector accounting and finance experience
- Experience working with and developing annual budgets
- Experience with financial audits with a government entity
- Proficiency in effectively managing and using QuickBooks
- Experience using online banking in the public sector

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District. Successful completion of required coursework for certification may be considered.



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Desired/Preferred

- Bachelor's Degree in accounting or related field
- Experience managing/working with grants
- Experience costing collective bargaining agreement proposals

Special Requirements

- Must have and maintain a valid Oregon Driver's License (or ability to obtain within 30-days of hire) for the duration of employment.
- Must pass the Fire District's background check including drug screen.
- Must be bondable and insurable through the Fire District's insurance agent for fiscal responsibilities.

Job Conditions/Work Environment/Physical Demands:

- Regular work hours are three eight (8)-hour days a week and at least one (1) evening board meeting each month; however, occasional evening and weekend meetings and training sessions will be required.
- Work is generally performed in an office environment and requires an ability to multitask while being positive and responsive to frequent and varied issues from members, staff, and the public. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed.
- Travel is primarily local during the business day.
- Work activities include office and administrative work, attendance at meetings, presenting information to groups.
- The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job.
- While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift or move up to twenty-five pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The examples of duties cited are intended only as an illustration of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
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Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)