



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 0009

Finance Director

SECTION 1.0 PURPOSE

Establish a job description for the position of Finance Director. This is a full-time, exempt position. The Finance Director shall exercise a high degree of independent decision making and discretion in their assigned areas of responsibility.

SECTION 2.0 SCOPE

The Finance Director shall manage and oversee essential fiscal functions of East Jefferson Fire Rescue (“District”) and collaborate with other members of the executive team, while performing the duties as the Chief Financial Officer (“CFO”) of the District. Primary duties are fiscal in nature to include financial management, auditing, reporting, forecasting, investing, accounting, budgeting as well as ensuring the fiscal health of the District.

The employee, within the regular course of his/her job duties, shall assist the Fire Chief (and his/her designees) in a confidential capacity within their policy responsibilities – to include the formation of labor relations policy, negotiation of collective bargaining agreements, administration of collective bargaining agreements, and personnel matters. As part of these duties, the employee shall have authorized access to confidential information relating to all of the foregoing topics.

As a member of the executive leadership team, this position shall contribute professional and technical knowledge to the discussion and development of complex issues, identifying needs and opportunities for improving administrative fiscal services, business workflow, finances and offer recommendations for change. Duties are performed in a manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners – as well as the rules, procedures, etc. established by the Fire Chief.

This position shall work closely with other office administrators and will be cross-trained on alternate duties.

To perform this job successfully, the employee must be able to consistently perform each essential job duty set forth herein in a satisfactory manner.

The Finance Director serves in a confidential capacity to the Board of Commissioners (“Board”) and the Fire Chief. Consequently, this is a non-Union represented position pursuant to RCW 41.56.030(12).

The Finance Director serves at the pleasure of the Fire Chief in an “at-will” position. The Finance Director shall comply with the Code of Ethics for Municipal Officers (Ch. 42.23 RCW), all applicable laws/regulations – as well as all District policies, rules, and procedures.

SECTION 3.0 ESSENTIAL JOB DUTIES

3.1 Finance Director The Finance Director shall perform advanced professional and supervisory work overseeing the District’s financial operations and long-range business and strategic financial

planning. The Finance Director shall report directly to the Fire Chief. As directed by the Fire Chief, duties include preparation of annual budgets and presentations to the Board of Commissioners, assisting with various correspondences, providing periodic budget updates, payroll - accounting information and assisting with development of fiscal policies and SOGs.

- a. **Primary Duties:** The Finance Director shall attend all meetings of the Board. In cooperation with the Board of Commissioners and the Fire Chief of the District, the Finance Director shall prepare, certify and file the annual District budget and tax levy in accordance with the applicable statutory provisions and regulations. By direct action or delegation, the Finance Director shall prepare and assign the processing of District vouchers, audit and sign for any financial related transactions. The Finance Director shall review the monthly report received from the Office of the County Treasurer and prepare a monthly District financial statement for submission to the Board of Commissioners. The Finance Director shall perform fiduciary duties acting as the CFO of the District, developing financial forecasts and investment/bond recommendations to the Board. If normal working time is available, the Finance Director shall provide such job-related services as may be requested by an individual Commissioner of the District.

3.2 Auditing Officer The Finance Director shall be the District's Auditing Officer and shall perform the duties and functions required or authorized by Chapter 42.24 RCW. These duties and functions include, without limitation, the following:

- a. Audit all contractual claims presented against the District for materials furnished and services supplied to the District. Prepare proper voucher forms for each claim and present such claims to the Board of Commissioners for review and approval. The claims presented to the Board of Commissioners shall be authenticated and certified by the auditing officer. (42.24.080 RCW)
- b. Audit all claims for reimbursement of expenditures submitted by District officers and employees. (42.24.090 RCW)
- c. Prepare, audit and sign Board vouchers. (RCW 41.24.080).
- d. Maintain copies of all receipts for State audits.
- e. Audit payroll.
- f. Audit insurance payments and annual salary scale
- g. Audit Emergency Medical Services ("EMS") weekly spreadsheet tracking number of calls, levels of service, hospital requests, destination, times and charges.
- h. Complete the Annual Report to the State Auditor.
- i. Audit Washington Department of Labor & Industries' ("L&I") claims.

3.3 Investment Officer. The Finance Director, along with the Chairman of the Board of Commissioners, shall serve as District investment officer pursuant to Resolution No. 24-06 approved March 19, 2024.

3.4 Volunteer Relief and Pension Board. The Finance Director shall serve as the Finance Director-Treasurer of the District Volunteer Firefighter's Relief and Pension Board and perform the following duties in collaboration with the District's Executive Assistant:

- a. Prepare and maintain a record of the proceedings of the Board and of the receipts and disbursements. (RCW 41.24.070)
- b. Prepare, audit and sign Board vouchers. (RCW 41.24.080).
- c. Complete Annual Roster, monitor and provide State offices with all changes.
- d. Oversee all injury claims to include mailing notification, approval by Local Board, completing invoices to State Board for provider services, and mailing State payment to service providers.
- e. Assist local members with retirement process to include state required forms and approval by Local Board.
- f. Ensure processing of stipend and incentive payments for volunteers.

- 3.5** Work with the District's legal counsel as necessary.
- 3.6** Perform other duties as assigned by the Fire Chief at their discretion.
- 3.7** Professionally interact with others beyond giving and receiving instructions. This includes the ability to: (a) get along with co-workers and others without exhibiting behavioral extremes; (b) perform work activities requiring instructing, persuading, and/or speaking with others; (c) respond appropriately and professionally to criticism from a supervisor and others; and (d) work in stressful situations from time to time.

SECTION 4.0 QUALIFICATIONS

- 4.1** Graduation from high school or GED equivalent is required.
- 4.2** Possession of an Associate's Degree in finance, accounting or related field is required; Bachelor's Degree or Certified Public Accountant certificate is highly desired.
- 4.3** Possess well-developed interpersonal skills to establish and maintain productive working relationships with coworkers and the public.
- 4.4** Shall maintain effective and courteous working relationships with all personnel, partner agencies, professional consultants, and the general public.
- 4.5** Proficient in the use of the English language, to include grammar, spelling and punctuation.
- 4.6** Applies strong oral and written communication, time management and organizational skills sufficient to understand technical instructions and to work independently, drafting correspondence and other documents as directed.
- 4.7** Demonstrates a high degree of emotional intelligence and can adapt to various communication styles.
- 4.8** Proficiently utilize a wide variety of computer software including, without limitation, Microsoft Word, Outlook, Excel, PowerPoint, etc. Capable of using assigned computerized equipment in completing required reports and other activities.
- 4.9** Extensive knowledge of the concepts and details involved in the use of financial/accounting software and user-interface with Budgeting, Accounting and Reporting Systems ("BARS") experience.
- 4.10** Considerable knowledge of payroll principles including required federal and state reporting.
- 4.11** Knowledge of applicable ethics laws and rules.
- 4.12** Must be able to attend regular and special meetings and conferences as directed by the Board of Commissioners outside of business hours.
- 4.13** Must possess and maintain a valid Washington State driver's license.
- 4.14** Must be 18 years of age.
- 4.15** Must pass a criminal background and credit check.

- 4.16 Must not have a felony conviction which reasonably relates to this position's job duties; nor a conviction for a crime involving moral turpitude.
- 4.17 Must be legally eligible to work in the United States and provide proof of same as required by law.
- 4.18 Must be able to fully perform all the essential job functions of this position, with or without reasonable accommodations.
- 4.19 Must have a minimum of five years' experience in a similar position, or possess an equivalent combination of education and experience as determined by the Fire Chief.
- 4.20 Support other divisions/departments of the District as needed, i.e. fire prevention, recruitment, community engagement, etc.
- 4.22 Ability to: (a) think critically and concentrate for extended periods of time; (b) consistently meet established deadlines; (c) resolve conflict; and (d) be flexible and adapt to change.

SECTION 5.0 ADDITIONAL DUTIES

5.1 Communication

- a. Answer phones and assist the public.
- b. Utilize the District's email and other systems. Familiarity with industry specific records management system(s.)
- c. Edit correspondence, policies, procedures and other documents.

5.2 Finance

- a. Prepare specialized billing for services to other government or private agencies/businesses.
- b. Receipt all revenues and complete deposit records.
- c. Post all receipts to monthly reports and accounting system.
- d. Make necessary recommendations and prepare resolutions for supplemental budgets as needed.
- e. Ensure electronic funds transfers for payment of Federal Income Tax, Social Security and Medicare taxes are completed.
- f. Approve Warrant Register and complete corresponding Cash Transfer requests.
- g. Manage service billing (EMS billing) updating specialized financial reports for analysis.
- h. Complete invoicing, monitor and record payments.
- i. Prepare and submit other various billings and performance reports.
- j. Ensure quarterly reports are properly filed and processed. This includes, without limitation, the following reports: 941 Employer's Quarterly Federal Tax Return form, Labor & Industries report, Employment Security Department report, Paid Family Medical Leave and WA Cares.
- k. Complete the financial section of the Annual Report to the Board.
- l. Manage and develop budget workbooks.
- m. Review and process all Form W-2s, 1099s and other related documents.
- n. Complete required reporting associated with long term debt.
- o. Execute and monitor the Ground Emergency Medical Transportation ("GEMT") program.
- p. Manage Medicare and other healthcare insurance provider enrollment and update criteria along with our billing company.
- q. Manage commercial insurance for claims, renewal and asset coverage.
- r. Manage interlocal agreements and contracts, producing analysis as needed.
- s. Manage grants, revenue, expenditures for CARES, Mobile Integrated Healthcare, etc.
- t. Monitor labor agreements for any changes affecting payroll, as well as any other changes which may impact the District's finances and/or budget.

- u. Develop informative financial materials and present to the Board and other groups as needed.

5.3 Supplementary Duties

- a. Monitor asset inventory tracking/reporting.
- b. Support other administrative staff as needed, i.e. Human Resources, Public Education, etc.
- c. Contract review and development.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The working conditions and physical demands described below are representative of what the employee can anticipate – and which the employee must be able to perform (with or without a reasonable accommodation) as essential job requirements.

The work is primarily performed in a professional office setting – although the employee will also perform job duties in other environments from time to time. While performing the functions of this job, the employee is frequently required to sit at a desk, work on a computer and answer telephones. The employee must be able to stand, sit, walk, speak, use their hands to feel and handle objects, reach with their hands and arms, stoop, kneel, crawl, and hear. The employee must be able to regularly lift and move up to 10 pounds and occasionally lift and move up to 25 pounds. Specific vision abilities required of this job include close vision, distance vision, color vision, and the ability to adjust focus.

The position is subject to exposure to high stress situations or environments, including contact with the public. The employee’s work will be interrupted with other tasks and duties on a regular basis and the employee must have the ability to professionally handle and manage such interruptions.

The noise level in the work environment is generally quiet; however, the office space is subject to public interaction, 911 dispatch traffic and alert tones.

This is an exempt position, without specified working hours. That said, the employee is generally expected to work during the District’s regular business hours. In addition, this position will require work outside of regular business hours and on the weekends from time to time. Further, this position may require travel, both within Washington State and outside of the state.

The statements contain 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. 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. In addition, the District reserves the right to update and modify this job description from time to time as it determines appropriate in its discretion.

EFFECTIVE DATE: 3/20/2024	REPLACES: Replaces JD0009 Finance Manager/District Secretary
FIRE CHIEF: <i>Bret Black</i>	