
Chief Financial Officer / District Secretary

1030.1 CFO / DISTRICT SECRETARY

GENERAL DEFINITION:

Under general direction, the CFO / District Secretary performs a variety of complex administrative, technical, budget, 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 the ability to apply policies and procedures that facilitate effective financial control and analysis. The CFO / District Secretary serves as the confidential secretary to the Board of Fire Commissioners. This is a full-time, FLSA Exempt, position.

SUPERVISION RECEIVED:

The CFO / District Secretary reports, and is responsible to the Fire Chief.

SUPERVISION EXERCISED:

Supervises Support Specialist assigned to the Finance Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administratively manage the official affairs of the Board of Fire Commissioners.
- 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 with the Fire Chief.
- 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 Commissioners advised.
- Serve as the District Investment Officer.
- Serves as the District's Risk Manager.

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- Serve as the Trustee of the Petty Cash Fund and shall give an accounting of said fund periodically.
- Provide reports and leads the assistance to the State Auditor as required.
- Responsible for the professional management and completion of all assigned administrative functions and projects. Prepare strategic and tactical plans for analysis, design, implementation and maintenance of all programs and system in assigned areas.
- Establish and manage daily review of administrative systems to assure timely reports and correspondence; manages incoming and outgoing reports and correspondence; supervises the receipt and distribution of incoming mail.
- 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 including writing and applying for grants. Seek grant funding opportunities.
- Serve as the Record Custodian of the District; creates and maintains a variety of complex and confidential records including financial, fire and medical incident records, contracts, agreements and payroll consistent with record retention requirements. Provide and respond to requests for District information consistent with the Open Public Meetings Act and within public disclosure requirements. Record Custodian duties include managing record retention archive and destruction.
- Develop proposals and strategies for collective bargaining processes and other matters as needed.
- 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.
- Serve as the Secretary to the Volunteer Relief and Pension Board of the District.
- Represent the Fire Chief and Board of Fire Commissioners with civic leaders, committees and boards as directed.
- Performs other duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Thorough knowledge of government purchasing, budgeting, risk management and computerized financial systems.
- Thorough knowledge of the principles and techniques of financial 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.
- Thorough knowledge of Open Public Meetings Act and Open Public Records Act.
- Thorough knowledge of record retention laws governed by the State of Washington Office of the Secretary of State.
- Thorough knowledge of the general principles of public fiscal administration including budgeting, purchasing, personnel systems, cash management, reporting and automated data processing application.
- Knowledge of processes and procedures as confidential secretary to a Board of Commissioners.
- Thorough knowledge of Governmental Accounting Standards Board (GASB), and Washington State Budgeting, Accounting, and Reporting System (BARS).

Requisite Skills:

- Critical thinking, detail-orientation and time management.
- Using networks, computers and specific programs such as Word, Office, 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 thoroughly investigate sensitive issues. Must be able to follow-through in a confidential and diplomatic manner.
- Ability to correlate and calculate Fire Benefit Charge fee structure for District Revenue source.
- 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.

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- Ability to successfully work independently given strategic direction.
- Ability to work effectively in a team environment, supervise assigned staff utilizing leadership to interact with others in a manner that is professional, sensitive, calm and unbiased.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration is required.
- A minimum of five years of Public Sector accounting and finance experience.
- A minimum of three years of experience administrating a public sector entity-wide budget.
- A minimum of three years of experience performing accounting work in a unionized workplace. Experience costing collective bargaining agreement proposals.
- Experience with State Audits.
- Experience working with grant funds. Experience writing grants preferred.
- Experience working with BIAS financial software preferred.

SPECIAL REQUIREMENTS:

- Must have a valid Washington State driver's license and a driving record acceptable to the District's insurance carrier standard.

TOOLS AND EQUIPMENT USED:

- Office equipment

PHYSICAL DEMANDS:

This position must be able to operate a variety of office equipment and audio-visual equipment. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

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.

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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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