

Finance and Administrative Manager

Overview	<p>Under supervision of the Fire Chief, performs support functions to the District, which may include:</p> <ul style="list-style-type: none">• Examination, analysis, maintenance, reconciliation, and verification of financial records.• Prepare and manage payroll processes.• Process and oversee accounts payable and accounts receivable operations.• Prepare the annual budget and monitor the financial functions of the District.• Perform human resources duties including workers' compensation and related tasks.• Oversight of employee benefits administration to include retirement, health, dental, vision, life insurance, and deferred compensation plans.• Handle material of a confidential nature.
Representative Duties and Knowledge	<hr/> <p>Budget Preparation and Administration:</p> <ul style="list-style-type: none">• Participate in the preparation and administration of the District's annual budget, projection and analysis of revenues and expenditures, and consult on budget requests.• Monitor budget performance, identify areas of variance, and recommend remedial actions. <p>Financial Records and Reporting:</p> <ul style="list-style-type: none">• Prepare regular and special financial reports; reconcile and verify general ledger and information reported on financial records management systems.• Manage payroll processing for District employees, including pay, benefits, time off, and tax reporting. Ensure payroll is processed in compliance with State and Federal labor laws.• Oversee accounts payable, ensuring accounting code accuracy and proper approvals.• Coordinate with independent auditors during the annual audit process, including preparation of the audited financial statements.• Ensure that the District meets all financial reporting requirements with federal, state and local agencies; ensures eligibility and recordkeeping requirements are met for funds received from grants, mutual aid agreements and disaster recovery programs. <p>Employee Benefits Administration:</p> <ul style="list-style-type: none">• Oversee employee benefits administration including retirement, health, dental, vision, life insurance, workers' compensation, and deferred compensation plans.• Review and implement new policies and requirements.• Stay informed on related issues and legislation. <p>Policy Development and Implementation:</p> <ul style="list-style-type: none">• Recommend, establish, and implement policies for accounting and fiscal record-keeping, reporting, and related procedures and systems.• Review and study changes in legal and procedural requirements regarding fiscal operations. <p>Administrative Support:</p> <ul style="list-style-type: none">• Maintain files and records, create correspondence, and perform a wide range of receptionist, clerical, and secretarial duties as needed.• Attend all board and finance committee meetings, report on financial matters. <p>Training and Knowledge:</p> <ul style="list-style-type: none">• Become trained and knowledgeable in Ralph M. Brown Act and board meeting administration.• Become trained and knowledgeable in CalPERS to provide employee education, and determine impact on financial management.• Commitment to maintaining continuing professional education relevant to governmental accounting, financial regulations, and public sector best practices.

Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of advanced accounting and financial managements practices. • Proficiency with financial management software and advanced computer skills. • Ability to prepare and analyze financial records and reports and apply legal provisions affecting governmental accounting procedures. • Ability to learn special district finance and budgeting, and the principles and procedures of governmental accounting standards. • Develop and maintain internal control policies and procedures in conformance with laws, policies, and goals. • Effective communication and presentation skills. • Ability to work collaboratively with officials, co-workers, and the public. • Ability to perform assigned duties independently with minimum supervision. • Interpret and apply policies and procedures. • Perform competently under pressure.
Minimum Qualifications	<ul style="list-style-type: none"> • Three years of increasingly responsible experience in finance or accounting, demonstrating the possession of required knowledge and abilities. • Degree in accounting, economics, or business administration with an emphasis on accounting may be substituted for general experience on a year-for-year basis. • Possession of a valid California driver’s license and a satisfactory driving record. • Obtain AED and CPR certifications within 6 months of employment. • Must meet the insurability requirements of the District’s insurer. • Pass extensive background investigation and medical exam, including drug testing.
Desired Qualifications	<ul style="list-style-type: none"> • Experience in a governmental accounting. • Demonstrated experience in budget development, financial analysis and financial reporting.
Recommended Training	<ul style="list-style-type: none"> • I-100: Introduction to the Incident Command System • I-200: Basic Incident Command System • I-700.B: An Introduction to the National Incident Management System • I-800.D: National Response Framework, an Introduction • California Special District Association Governance Academy or equivalent
Physical Demands and Working Environment	<p>Physical:</p> <ul style="list-style-type: none"> • The position requires the ability to sit for extended periods, use standard office equipment, and occasionally lift up to 20 pounds. <p>Environmental:</p> <ul style="list-style-type: none"> • The position is primarily based in a climate-controlled office environment with moderate noise levels. • Occasional travel for meetings or errands may be required, exposing the employee to varying weather conditions. • Regular use of computers and standard office equipment is expected.