



FINANCE DIRECTOR

Definition:

Under direction of the Fire Chief, manages all fiscal activities of the District related to accounting, finance, budgeting, and purchasing; advises Fire Chief, other management staff, and governing body on a wide variety of financial matters; completes special assignments as directed by the Fire Chief.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver's License.
- At least seven years of progressively responsible financial operations experience, at least two years of which in a supervisory or management capacity.

Education and Experience:

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

Seven years of progressively responsible financial operations experience, with a minimum of two years in a supervisory or management capacity.

Desirable Qualifications:

Master's degree and/or a Certified Public Accounting Certification is desired.

Typical Duties:

- Plans, directs, and facilitates all fiscal related activities of the District.
- Develops, manages and evaluates plans, policies, systems and procedures applicable to financial management responsibilities.
- Leads and directs the budget development process; prepares preliminary and final budget documents and supporting exhibits and reports; presents budget to various groups including the Board of Directors.
- Direct the year-end closing of accounting records and prepare reports and work papers for annual audit and ensure audit compliance.
- Assumes an advisory role and attends Board meetings on a variety of fiscal actions.
- Oversees completion of, and ensures compliance with, mandated financial reporting requirements such as the annual audited report, actuary valuations, and other fiscal reports as required.
- Attends Board meetings, committee meetings, and other meetings as required.
- Supervises staff of the Finance division who performs specialized financial functions.
- Establishes funding priorities and determines service levels to maximize District revenue and allocate budget resources.
- Plans and develops accounting procedures and internal controls for processing of claims, expenditures, purchases, budget data, and warrants.
- Develop and implement financial accounting systems in accordance with generally accepted accounting principles (GAAP) to meet District needs relating to accounts payable/receivable and fixed assets.
- Ensures compliance with the District's purchasing policies; manages contracts; oversees preparation and approval of purchase orders.
- Develops and maintains long-range fiscal planning, including financial projections and forecasts; analyzes financial trends and the impacts of various scenarios for planning and decision-making purposes.
- Develops and evaluates Requests for Proposal (RFP) as required for District projects, contracts and/or 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.

Knowledge of:

- Principles and practices of governmental budgeting and accounting, including internal control and audit, financial statement preparation and methods of financial control/reporting.
- Laws relating to the financial administration of special districts and public entities.
- Techniques of administrative and governmental accounting.
- Automated financial information systems, spreadsheets, and databases.
- Research methods, statistical and financial analysis, and modeling techniques.
- District operations and functions associated with financing, budgeting and purchasing.

Ability to:

- Plan, organize, direct and coordinate a complex fiscal program;
- Analyze, evaluate and solve complex administrative problems related to a large fiscal program;
- Interpret, apply and explain complex laws, rules and regulations;
- Prepare clear, concise and highly complex accounting, statistical and technical reports;
- Develop or revise accounting systems and work procedures to meet changing needs;
- Present technical financial data and reports before groups;
- Apply statistical methods in the analysis of management methods and problems;
- Recognize problems and develop effective solutions;
- Establish and maintain effective working relationships with Board of Directors, staff and the public;
- Supervise, train and evaluate the work of subordinate staff;
- Establish and maintain an effective working relationship with others;
- 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.