FINANCE OFFICER

Revision #: Date: 06/16/2015  
Approved By:  

Reports to: Fire Chief

Supervisory Position: No  PFA: No  Safety: No  FLSA Exempt: Yes

General Position Description
Under administrative direction of the Fire Chief, performs a variety of complex professional accounting duties to include planning, organizing, and maintaining financial/accounting records, budgets, and related administrative functions. Performs other related duties as required.

Principle Duties and Responsibilities
• Facilitates performance audits of District functions and services.

• Performs internal control reviews.

• Organizes and coordinates daily accounting functions and assignments.

• Prepares and sets up accounts for general ledger posting.

• Reconciles revenue and expenditure data with the general ledger.

• Researches information and makes adjustments to financial and statistical information.

• Monitors cash and investment accounts.

• Processes accounts payables and prepares year end 1099 tax filings.

• Prepares monthly financial statements and reports

• Prepares year-end financial statements consistent with generally accepted accounting principles.

• Incorporates current GFOA recommended accounting practices and Government Accounting Standards Board pronouncements such as GASB 34.

• Delivers oral presentations to Board of Directors and others.
• Makes recommendations to Fire Chief pertaining to financial matters.

• Prepares closing and adjusting journals and ledgers each fiscal year-end.

• Prepares and consolidates annual budget and prepares long-range forecasts.

• Serves as the chief investment officer, managing the District’s investment portfolio.

**Minimum Qualifications**
As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**
Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.