

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

FINANCE OFFICER

Revision #1

Date: 06/16/2015

Approved By: *Signature on File*

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.

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- 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.