



# Nevada County Consolidated Fire District

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## POSITION DESCRIPTION

<b>POSITION:</b>	Finance Manager
<b>CLASSIFICATION:</b>	Regular Employee Classified, Permanent FLSA Exempt Management Position
<b>SUPERVISOR:</b>	Reports to the Fire Chief
<b>COMPENSATION:</b>	See District Wage and Compensation Schedule

### DEFINITION:

The Finance Manager shall perform a variety of administrative and financial functions in support of the Fire District. This position oversees the accounting, budget, tax, and audit activities of the organization, as well as financial and system controls and standards. This position shall be responsible for the accounts receivable, accounts payable, deposits of payroll taxes and preparation of tax returns, and debt service, along with other statistical, accounting, and record-keeping assignments. The Finance Manager shall prepare timely financial and statistical reports for management and/or Board use, as directed by the Fire Chief. The Finance Manager performs duties that may require considerable confidentiality.

Budget preparation and oversight shall be a primary responsibility of this position. The Finance Manager manages the District's budget process including preparation, consolidation, and distribution of budgets and related reports; development and administration of budgetary policy and procedures; review and analysis of operation results; provides recommendations to management.

The Finance Manager shall have the additional responsibilities of review and/or approval of all purchase requisitions to ensure conformity of the purchasing policies and procedures of the District and will assist the Fire Chief in long-range planning and goals.

The Finance Manager shall be responsible for the supervision and verifying the job performance of accounting personnel.

### DISTINGUISHING CHARACTERISTICS:

The Finance Manager position is a management, exempt position. It is distinguished from other administrative positions by the high level and scope of responsibilities and support provided to the Fire Chief.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities include, but are not limited to the following:

- Performs and manages all of the Fire District's accounting activities and systems including fiscal year, quarter and month-end close, reporting and overview, reconciliations, and fixed asset control;
- Responsible for the accounts receivable, accounts payable, payment of payroll taxes, and debt services, along with other statistical, accounting, and recordkeeping assignments;
- Manage annual independent audits of the Fire District;
- Prepares, submits, and presents comprehensive monthly, quarterly, and annual financial reports and budget status reports;
- Establishes uniform accounting policies and procedures for the Fire District;
- Instrumental in the preparation of the Fire District's operating budget and capital improvement plans;
- Instrumental in the preparation and review of the Fire District's five-year financial plan;
- Provides consulting services to employees regarding a variety of issues including the status of financial accounts and transactions;
- Responsible for the preparation and entry of all journal entries;
- Responsible for overseeing the assigned responsibilities of accounting staff;
- When required by the Chief and/or Board, perform related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- Must be 18 years of age;
- BA or BS Degree in Accounting, Finance or Public Administration from an accredited college or university;
- Other combinations of education and/or experience may be considered.

## **EXPERIENCE:**

- Five years of increasingly responsible experience as an accountant in a public agency setting, two years of which with managerial and supervisory responsibilities; experience in the application and use of governmental accounting practices;
- Use of computer software applications including word processing, spreadsheets and database programs, and a variety of accounting software;
- Effective written and verbal communication skills to all levels in a clear and concise manner;
- Excellent interpersonal, communication, and listening skills;
- Self-motivated and the ability to excel with minimum supervision;
- Self-confident and creative;
- Managing in a medium to large organization.

**KNOWLEDGE OF:**

- Principles and practices of governmental accounting, finance, Fund Accounting, budgeting, public administration, and public policy development;
- Government Accounting Standards Board pronouncements, and technical interpretations;
- Pertinent federal, state, and local laws, codes, and regulations;
- Automated financial accounting and reporting systems;
- Common word processing, spreadsheet, and database software programs;
- Methods and techniques of time and project management;
- California Public Employees Retirement System.

**ABILITY TO:**

- Be proactive under pressure, and manage situations professionally;
- Adapt to changes in processes and procedures;
- Ability to sit and operate computer equipment for extended periods of time;
- Work independently and as part of a team;
- Effectively communicate in a tactful and courteous manner with officials, the public, and employees;
- Understand and apply laws, rules, and regulations to specific accounting and financial transactions;
- Analyze and interpret financial data and accounting records;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Develop and achieve goals, objectives, and administer work plans;
- Effectively communicate verbally and in writing.

*Pursuant to the ADA and FEHA, the Department will provide, upon request, reasonable accommodation to a qualified applicant and/or employee with a disability to allow him/her to perform the essential functions of his/her job, unless the accommodation would create an undue hardship for the employer.*

*The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, disability, veteran status or any other characteristic prohibited by state or federal law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*

Conditional Job Offer Candidate:

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

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Signature

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Date