South King Fire & Rescue
JOB ANNOUNCEMENT

POSITION TITLE: **FINANCE MANAGER (EXEMPT)**

OPEN DATE: **January 12, 2015**
CLOSE DATE: **January 27, 2015**

ATTENTION: Financial Professionals:

South King Fire & Rescue (aka King County Fire Protection District #39) proudly serves the communities of Federal Way and Des Moines, WA with quality Fire and Emergency related services. The Department is seeking qualified candidates to interview for a Finance Manager position. This position will provide leadership and oversight to the multi faceted accounting and payroll needs of 150+ dedicated professional fire service employees. Details of the position and application process are described below.

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The Finance Manager position manages all aspects of financial operations and reporting functions for the Fire District. Ensures conformance and compliance to Government Employer State and Federal laws. Manages the Finance Division internal and external controls, accounting, payroll, auditing and treasury functions. Assures that accounting and reporting systems are accurate and in compliance with Department, State, and Federal regulations, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and requirements of the State Auditor's Municipal budgeting, accounting and reporting standards/requirements (BARS) manual for Fire Districts.

The position is responsible to instigate and coordinate the development, implementation and maintenance of appropriate accounting / finance / payroll information systems to meet District goals and needs. Provides daily leadership and supervision to the Finance Division accounting and payroll staff. Is responsible to follow and adhere to all Fire Department policies, procedures, and protocols.

WORK WEEK, WAGES AND HOURS:

The Finance Manager position typically works a 40-hour workweek (Monday through Friday) and is FLSA exempt. The work schedule may be adjusted to meet the needs of

the District. Work may require weekend and evening duty for meetings or emergency recall for certain fire and disaster emergencies.

SUPERVISION RECEIVED AND EXERCISED:

The position reports directly to the Fire Chief/Administrator. Provides oversight and supervision to Finance Division accounting, payroll and clerical staff. The position works in cooperation with the Fire Chief/Administrator on financial planning and budgeting for the Fire District. Works closely with other Divisions to maintain harmonious relationships throughout the organization and to ensure efforts are directed towards common Fire District goals.

ESSENTIAL FUNCTIONS:

- Management and oversight of the Fire District's internal and external controls, accounting, payroll, auditing and treasury functions.

- Supervision and management of Finance Division staff members, to include: training, evaluation, coaching and discipline of personnel.

- Assure that accounting and reporting systems are accurate and in compliance with Department, State, and Federal regulations, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and requirements of the State Auditor's Municipal budgeting, accounting and reporting standards/requirements (BARS) manual for Fire Districts.

- Direct the development, implementation and maintenance of the District's cash receipting and disbursement systems, including accounts receivables, accounts payable, payroll, advanced per diem, investments and other finance and accounting related systems.

- Oversee King County treasury functions and banking transactions of Fire District Funds. Audit and review reports from King County and oversee reconciliation of district financial records to those of King County.

- Ensure appropriate financial research for funding requests and compliance of District funding requirements. Audit and certify all vendor, payroll and utility vouchers for processing, prior to submission to the Board of Fire Commissioners for approval.

- Report the results of all District financial operations to the Fire Chief/Administrator and Board of Fire Commissioners through monthly and quarterly reporting.

- Monitor financial trends and budgeted revenues and expenditures of the Fire District. Provide periodic updates to the Fire Chief/Administrator.

- Interface with the State Examiner (Auditor) during the annual audit of the District, coordinating the compliance efforts and responding both orally and in writing to recommendations, concerns, and findings.

- Review and assist the preparation of Assistant to Firefighter Grant (AFG) applications. Monitor Grant fund expenditures and maintain Grant audit files.

- Maintain adequate support for billing and accounting functions. Interact with external financial agencies and provide financial information to the Fire Chief/Administrator, Board of Fire Commissioners, financial consultants, etc.

- Attend meetings on a regular basis or as requested, to include Administrative staff meetings, South King Fire & Rescue Commissioners' meetings, Commissioner "Budget, Finance and Audit" sub-committee meetings, or others as necessary to provide coordinated fire service delivery.

- Respond to inquiries of the King County Treasurers Office, State Auditor's office, IRS, etc.

- Respond to and investigate complaints regarding any Division's financial activity until resolved.

- Any further related assignments as directed by the Fire Chief/Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Public sector accounting and financial procedures. Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and requirements of the State Auditor's Municipal budgeting, accounting and reporting standards/requirements (BARS) manual for Fire Districts.

- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices and expense reporting.

- Municipal record keeping in accordance with RCW's and considerable knowledge of the function, organization, staffing, and operating procedures of a Fire District.

- Financing methodology for Fire Districts, including property tax levies, levy lid lifts, excess levies, general obligation bonds, Fire Benefit Service Charge, Property Casualty and liability insurance coverage.

- Knowledge of Federal Fair Labor Standards Act (FLSA) and Washington State Wage and Hour laws for Bargaining Unit represented employees and Non-Union exempt and non-exempt workers.

- Knowledge of Great Plains/Dynamics Accounting Software or similar Computer based accounting / finance / payroll system and software applications.

- Knowledge of and/or ability to learn all aspects associated with the Telestaff attendance software program utilized by the District.

- Knowledge and proficiency of Microsoft Office products; Word, Excel, SharePoint, PowerPoint, etc.

Skills in:

- Effective and results-oriented management skills.

- Excellent oral and written communication and presentation skills.

- Effective use of interpersonal skills in a tactful, patient and courteous manner.

- Excellent organization, technical and problem solving skills with attention to detail.

- Managing staff including hiring, training, directing, evaluating, awarding and disciplining.

- Experience evaluating work processes and efficiencies of accounting / finance / payroll systems. Recommending and implementing system upgrades and changes to enhance productivity and work-flow.

Abilities to:

- Apply organizational, administrative and management principles and practices to a wide variety of varied and complex work situations. Understand and perform complex mathematical computations.

- Demonstrate a strong sense of personal ethics in addition to a high degree of professional judgment and discretion.

- Effectively direct and evaluate the work of others. Maintain confidentiality.

- Develop written accounting policies and procedures to be used as operating guidelines.

- Troubleshoot and resolve issues, apply seasoned judgment and problem solving skills.

- Interpret and apply applicable laws, regulations, policies, and BARS requirements for fire districts.

- Lead, motivate and maintain a high level of morale.

- Establish and maintain effective working relationships with elected officials, employees, supervisors, divisional heads, Fire Chief/Administrator and the public.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in business administration, accounting, finance, or related field; supplemented by six years of financial management experience; three of which in a supervisory capacity. Experience implementing and working with complex automated financial systems; data collection and modeling for forecasting and analysis; banking and investments activities; and other budgeting/accounting/payroll functions. Advanced degree preferred.

DESIRED QUALIFICATIONS:

Familiarity with Washington State local government financial operations and municipal budgeting, accounting, and financial reporting rules and regulations are highly desirable. Experience in either Fire District or municipal (cities with a population over 50,000) accounting and budgeting programs. CPA/ CMA or public accounting experience is highly desired. A Master's Degree in an appropriate discipline is desired, or any combination of education and experience.

A basic understanding of the Incident Command System (ICS) is also a desired level of training as applicable within public safety. Certifications related to NIMS (National Incident Management Systems) training levels (i.e. ICS 700, ICS 800, etc.) are considered an added plus as a desired level of knowledge.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver’s license and good driving record.

- Be insurable by Department insurance carrier.

- Must pass a District required criminal and credit background check.

- No felony convictions or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED:

Personal computers including word processing and spreadsheet software, printers, laptops, telephone, related communications equipment, copier, fax machine, etc.

PHYSICAL DEMANDS:

The physical traits described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires ability to utilize the telephone and manual dexterity to operate a personal computer and other standard office equipment. Ability to work with a high degree of concentration. May be required to sit for prolonged periods of time; use a computer for extended periods of time; lift up to 25 pounds on occasion, and climb stairs.

WORKING CONDITIONS:

Employee is frequently required to perform work in confidence and to maintain confidentiality of information. Employee is required to maintain professional composure and tact, patience and courtesy at all times while performing work in a fast paced environment with strict deadlines. Employee is expected to exercise sound and ethical judgment in the decision making process, requiring mental acuity to ensure thorough mental analysis of situations. The employee may be required to handle employee relations matters, utilizing consistent conflict management skills.

The examples and duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SALARY AND BENEFITS:

Salary is negotiable, depending on experience and qualifications. Employees of South King Fire & Rescue receive a benefits package consisting of the following:

- Medical and Vision coverage for employees and family members
- Dental coverage for employees and family members
- Life Insurance
- Long Term Disability Insurance
- PERS Pension plan under Washington State Dept. of Retirement Systems
- Deferred Compensation Plan with Employer Contribution
- Paid Sick Leave, Vacation and Holidays

APPLICATION PROCESS & DEADLINE:

Application and supplemental questionnaire are available for download from the Department website at www.southkingfire.org. Application Packet should include completed application, supplemental questionnaire, a cover letter and resume outlining detailed work history, education, certificates, professional affiliations, and references.

Application packets may be submitted by email or by US Mail to one of the following:

E-Mail: mary.stevens@southkingfire.org

US Mail: South King Fire & Rescue, Human Resources
31617 1st Ave So. Federal Way, WA 98003

HIRING PROCESS:

- Completed Application Packets must be received by 4:00 PM on January 27, 2015
- Selected candidates will be contacted for initial interviews
- Interviews will be scheduled February 1st – 10th.
- Top Candidates from initial interview will be invited back for subsequent interviews
- Final Candidate will be extended a conditional offer of employment, pending successful passing of a background investigation and credit check
- Estimated Hiring Date is March 1, 2015

ADDITIONAL INFORMATION:

Full job description and application materials may be downloaded from our website at www.southkingfire.org/. For additional assistance contact HR Administrator, Mary Stevens, at (253) 946-7255.

January 2015