

LEWIS COUNTY FIRE DISTRICT 5

JOB ANNOUNCEMENT

OFFICE & FINANCIAL MANAGER/CONFIDENTIAL SECRETARY TO THE BOARD OF FIRE COMMISSIONERS

TITLE: OFFICE/FINANCIAL MANAGER & SECRETARY TO THE BOARD OF
FIRE COMMISSIONERS

SUPERVISOR: FIRE CHIEF/BOARD OF FIRE COMMISSIONERS

WORK SCHEDULE: MONDAY-FRIDAY 8:00 a.m. - 5:00 p.m. OCCASSIONAL
EVENINGS OR WEEKENDS

SALARY: DEPENDENT UPON EXPERIENCE AND TRAINING
BEGINNING STEP OFFICE & FINANCIAL MANAGER AT \$35.00/HR
\$72,800.00 ANNUALLY
TOP STEP OFFICE & FINANCIAL MANAGER AT \$40.00/HR \$83,200.00
ANNUALLY

BARGAINING UNIT: EXEMPT MANAGEMENT POSITION / AT-WILL CONTRACTED
EMPLOYEE

EFFECTIVE DATE: JANUARY 1, 2025

CLOSES: OPEN UNTIL FILLED

POSITION DESCRIPTION

This is a dual role position supporting both the Board of Fire Commissioners and responsible for the administrative and financial operations of Lewis County Fire District 5. Role #1 is the Confidential Secretary of the Board of Fire Commissioners shall keep records for all proceedings of the elected board, as well as other duties as prescribed by the board and shall take an official oath of office, as per RCW 52.14.080. This position directly interfaces with the board and assists all fire commissioners in the performance of their roles.

Role #2 is the Office and Finance Manager who is responsible for all administrative and financial matters of the district. This position is critical to assist the Fire Chief in planning, budgeting and the implementation of policies and procedures. This position is a key role, essential to the business services of the district and its employees. This position reports directly to the Fire Chief.

JOB RESPONSIBILITIES

- Attends all official board meetings of the district and is responsible to document the minutes of each meeting, create the agenda for each meeting, create policies and resolutions, schedule meetings and trainings, maintain confidentiality, and create all notifications for all publications of the meeting.

- The position shall be the liaison with the Washington State Auditor's Office, The Lewis County Auditor's Office (Elections, Licensing and Financial Services), the Lewis County Treasurer's Office, and the Lewis County Assessor's Office, who are all directly engaged in the administration of Fire District 5 financials and revenue.
- Record and maintain all fire district financials in accounting software, Bias/Springbrook, for fund accounting of revenues and expenditures.
- Assists the Chief with preparation of the annual budget and prepares the associated budget documents for WA Department of Revenue and the Board of County Commissioners.
- Creates, maintains and oversees financial controls and procedures for all agency business, including completing the Annual Financial Accountability Report to the Washington State Auditor. And comply with all requests of the State Auditor during financial audits.
- Maintain all files, payments and records of volunteer firefighters including pension and disability payments to the WA Board of Volunteer Firefighters, filing workers compensation injury reports, shift hour tracking, timesheets, and creating quarterly stipend payroll.
- Operate and maintain accounting system accounts including cash disbursements, cash receipts, accounts payable, month end payroll summary, accounts receivable and journal entries to adjust the general ledger. This includes maintaining agency vendor accounts IRS reporting requirements.
- Performs all payroll services for the fire district; including preparation of time sheets, calculating and posting various types of pay and leave use accrual, preparing voluntary employee payroll deductions, printing payroll checks, filing and paying all payroll associated taxes and benefits electronically, and maintaining payroll records.
- Manages employee benefits programs related to payroll services, including medical, dental and vision insurance, life insurance, pension plan reports and payments, deferred compensation and union dues.
- Manages injured workers files and payments.
- Creates and maintains personnel files.
- Conduct regular audits of budget items to actual expenses and other comparisons and/or forecasts.
- Prepare agency financial statements in a regular and timely fashion.
- Performs Accounts Payable, including preparation of invoices for payment, creating vouchers and processing checks for payments.
- Performs Accounts Receivable including making deposits that come directly to the district, posting electronic deposits in the general ledger and invoicing contracted services for the district.
- Process ambulance transport billing and maintain confidential medically protected health information.
- Create custom reports utilizing Microsoft programs, electronic incident reporting systems, and ambulance billing system.
- Generates monthly financial reports including accounts payable disbursements, accounts receivable collections, cash flow reporting, balance sheet audits and fund transfer requests from accounting system.
- Audit monthly credit card and fuel card purchases.
- Collect, receipt and deposit cash or check payments to the County Treasurer's Office and agency bank.
- Confirm ambulance billing and complete reports for the WA Health Care Authority Ground Emergency Medical Transport Program and complete associated GEMT Audits.
- Submit wildland mobilization billing to various agencies for out of area wildland suppression.

- Create and disseminate correspondence, letters, reports and memoranda via Email, US mail and facsimile.
- Document, track and answer public records requests.
- Answer telephone, and front counter, and respond to billing questions, payment questions, burn permits and requests for service (both emergency and non-emergency) from the public. At times the employee may be exposed to persons experiencing traumatic emergency conditions and in crisis situations.
- Provide excellent customer service, being courteous, efficient and helpful, while maintaining a positive attitude to the public, employees of the district, and employees of other agencies.
- Make purchases necessary to maintain office supplies and housekeeping supplies.
- Performs other duties as assigned.

QUALIFICATIONS

This is not an entry level position. Knowledge of accounting and bookkeeping principles and practices as they pertain to government accounting is required. An Associates Degree in Business Administration or related field; or a high school diploma plus an equivalent to associates degree with specialized training in accounting, financial reporting, budgeting with a minimum of five years of progressive office experience with government accounting, including acting in a supervisory role. It will, also require a valid Washington Driver's License and the applicant must be a U. S. citizen or a foreign citizen who is eligible to legally work in the United States.

ADDITIONAL INFORMATION

The successful candidate must pass a criminal background check for convictions and arrests. Because the candidate chosen will manage a multi-million-dollar budget, they will, also, be subject to a comprehensive credit background check. Applicants will be provided with an opportunity to explain, or correct, negative background or credit reporting information.

Work hours as scheduled are Monday-Friday from 8:00 a.m. to 5:00 p.m. Occasionally, the position may require evening and weekend meetings, training or event attendance.

A comprehensive benefits package including vacation, holiday and sick leave, a state pension plan, as well as a generous allowance for medical, vision and dental insurance for employees and their dependents.

Who may apply: This position is open to all applicants that meet the minimum qualifications. Applicants will be considered regardless of race, color, creed, national origin, ancestry, se, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity.

CONTACT INFORMATION

District Secretary
Lewis County Fire District 5
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