

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



GENERAL DESCRIPTION

This is a dual role position supporting both the Board of Fire Commissioners and responsible for managing the administrative and financial operations of Lewis County Fire District 5.

- **SECRETARY OF THE BOARD OF FIRE COMMISSIONERS**-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. It is required that this position attend 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, and create all notifications for all publications of the meeting.
- **OFFICE & FINANCIAL MANAGER**-The Executive Finance Manager is responsible for all administrative and financial matters of the district. 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. All fire district financials will be recorded in accounting software, Bias/Springbrook, for fund accounting of revenues and expenditures. 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.

ESSENTIAL DUTIES

The essential functions are outlined below; however, this list does not include all of the specific functions that an employee may be required to perform.

- Creates, maintains and oversees all financial procedures and records of the district.
- 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 including voucher and warrant oversight and management.
- 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.
- Create custom reports utilizing Microsoft programs, electronic incident reporting systems, ambulance billing system.
- Generates monthly financial reports including accounts payable disbursements, accounts receivable collections, cash flow reporting, balance sheet audits and fund transfer requests,
- 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.
- Train and re-enforce policies and procedures, formally and informally with staff.
- Make purchases necessary to maintain office supplies and housekeeping supplies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS, TRAINING & EXPERIENCE

This is not an entry level position. Knowledge of accounting and bookkeeping principles and practices as they pertain to government accounting is required. 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. Other requirements are:

- Possess a valid Washington Driver's License.
- U.S. citizen or a foreign citizen who is eligible to work in the United States.

KNOWLEDGE & SKILLS

Knowledge of standard office principles including business English, spelling, punctuation, accurate mathematical calculations, accurate typing at 40 words per minute, word processing, computer operations, spreadsheets and the ability to understand and follow oral and written instructions of a complex nature. The employee will have excellent customer service skills, both orally and in writing, including the ability to use tact and resourcefulness in public contacts in explaining difficult procedures and regulation. This position will require ongoing coordinating and networking with all levels of government and other public safety agencies.

DESIRED QUALIFICATIONS

- Computer proficiency, including using Microsoft server and software programs such as Excel and Word.
- Experience in entering and processing payroll and benefits.
- Experience in accounting software and principles with knowledge of accounts payable and accounts receivable transactions
- Experience in compliance with the WA Open Public Meeting Act, WA Public Records Act, public records requests and the WA Records Retention Schedule.
- Experience in handling all aspects of human resources.
- Contract management including interlocal agreements, union contracts, benefits contracts, wildland billing contracts, medical insurance vendor contracts and validations.
- Familiarity with divisions of county government and how they operate in relation to the management of a fire protection district.
- Office management experience working in a government agency, preferably in public safety (police or fire), including budgeting, levy certifications and records management.
- Experience with medical billing and protected health information.

PHYSICAL DEMANDS

The physical demands described represent what the employee will be required to meet:

- Flexibility in schedule to attend meetings outside of normal work schedule, including evening or weekend meetings, training or events.
- Sitting for long periods of time while performing clerical tasks.
- Bending, stooping and lifting up to 50 pounds in certain circumstances.
- Standing and walking as you will be greeting the front window with customer contacts.
- Finger-hand coordination to operate office equipment, phones and performing data entry tasks.
- Talking and hearing to handle incoming and outgoing telephone calls and monitor radio.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus and be in front of LED monitors for long periods of time. At times, the position will require evening and meetings after dark, so the employee must be able to drive after dark.

WORK ENVIRONMENT

The essential functions of the employee require operating equipment and may include, but is not limited to a computer, scanner, fax, calculator, copy machine, radio, telephone, department vehicles, cameras, microphones, video and other equipment as necessary to perform duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will work inside a fire station. The noise level of the work environment will vary from mild to moderate and the employees will work regularly near electronic equipment.