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JOB DESCRIPTION

Position: Finance Director
Supervisor: Fire Chief
Division: Administration
FLSA Status: Exempt
Effective: January 2018

This Job Description is established by the Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Finance Director position, and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The primary duty of the Finance Director is the performance of non-manual office work directly related to the management and general business operations of the District's finance section, which is an established and essential section within the District's Administrative Division.

The Finance Director is expected to exercise discretion and independent judgment in establishing and implementing accounting and bookkeeping programs that ensure the District's finance section operates efficiently and effectively, and in conformance with all laws and generally accepted accounting procedures and standards.

The Finance Director is responsible for the management of the programs and staff of the finance section, directly or indirectly, including; finance, accounting, budgeting, audit support, purchasing and procurement processing, payroll and personnel management.

The Finance Director is expected to make significant decisions regarding the direction and operations of the District's finance section, including developing goals to meet established benchmarks within the assigned areas.

Immediate Supervisor:

The Finance Director reports directly to the Fire Chief.

Supervisory Responsibility:

The Finance Director supervises the Accounting Clerk, Accountant, and Purchasing Coordinator.

Primary Duties and Responsibilities:

The following are an overview of the primary duties and responsibilities of the Finance Director position and should not be considered an all-inclusive list:

1. Establish and implement accounting and bookkeeping programs that ensure the District's finance section operates efficiently and effectively, and in compliance with all laws and generally accepted accounting procedures and standards.
2. Analyze trends in the financial performance of the District. Provide recommendations and action plans to strategically enhance financial performance and business opportunities through the continuous evaluation of short and long-term strategic financial objectives.
3. Evaluate and advise on the impact of the introduction of new programs/ strategies and regulatory action to long-range planning.
4. Work with the Fire Chief, Senior Staff and Board of Directors in developing and implementing the annual budget including determining budget format and fund availability. Serve as the District's Budget Officer.
5. Provide timely and accurate analysis of budgets, financial trends and forecasts.
6. Create and manage the financial calendar of specific tasks and deliverables.
7. Direct and participate in the preparation of the monthly financial reports.
8. Regularly inventory the District's capital assets, along with division heads, to ensure they are accurately reflected in the District's balance sheets.
9. Establish and implement appropriate checks and balances in the management of the District's assets.
10. Support management with financial analysis of operations as needed and where the Finance Director feels it appropriate to illustrate cost control and/or revenue generation opportunities.
11. Stay current with Governmental Accounting Standards Board (GASB) changes and other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within the industry. Ensure District policies and practices are current.
12. Implement in-house controls and audits. Ensure that effective internal controls are in place and ensure compliance with GASB and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
13. Analyze trends in the financial performance of the District to assist management in understanding the District's financial needs and create action plans to address those needs.
14. Coordinate preparation of annual Comprehensive Annual Financial Report (CAFR) for acceptance and approval by the Government Finance Officers Association (GFOA).
15. Coordinate the annual audit and serve as the primary liaison to the independent auditor hired by the District.

16. Manage investments made by the District including General Fund operating cash, and capital projects.
17. Handle materials and information of a highly sensitive and confidential nature requiring the exercise of independent judgment, personal initiative, and confidentiality.
18. Administer grant funds and ensure that the District complies with financial legal requirements.
19. Review and direct payroll staff for the posting of all payroll, and all payroll related expenses (i.e., federal, state, unemployment, health, pension benefits).
20. Supervise and perform continuing evaluation of assigned Finance Section personnel; correct work deficiencies; direct performance development; issue supervisory counseling notices; issue recommendations for commendation; and, recommend formal disciplinary actions to the Fire Chief as needed.
21. Oversee the EMS Billing Contract with outside TPA.
22. Develop and maintain positive, effective working relationships with supervisors, co-workers and other District employees, volunteers and reserves, and vendors.
23. Produce effective and professional oral and written communications.
24. Work well in a progressive, team-oriented environment.
25. Have a positive attitude and be a self-starter.
26. Promote a positive, professional image of the District at all times.
27. Perform other duties as assigned by the Fire Chief.

Minimum Qualifications and Certification Requirements:

1. Possess a high school diploma or G.E.D.
2. Possess a Bachelor's Degree in Accounting or Bachelor's Degree in a related field with a minor in Accounting.
3. Possess and maintain a valid State of Colorado Driver's License and acceptable driving record.
4. Current CPA license desired.
5. Minimum of five years experience in finance, accounting and budgeting.
6. Minimum of three years in work related experience in governmental accounting and fiscal operations at a supervisory level.

Required Knowledge, Skills and Abilities:

1. Demonstrate comprehensive knowledge of the District's rules, policies and procedures as they pertain to accounting and bookkeeping specifically and the

District generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Manual, and Standard Operating Guidelines, and effectively enforce same.

2. Demonstrate comprehensive knowledge of United States generally accepted accounting standards and procedures for governmental entities.
3. Proficiency in use and operation of a wide variety of office automation equipment and related software to include spreadsheet applications, database management, record storage and retrieval systems and word processing.
4. Thorough knowledge of governmental accounting standards and pronouncements, financial accounting standards, and generating accepted accounting principles.
5. Thorough knowledge of internal controls, as well as procedures and processes governing the receipt, custody and expenditure of the monies of a special district.
6. Thorough knowledge of the principles and practices of special district fiscal administration.
7. Understanding of the Tabor Amendments of the Constitution of the State of Colorado and their effect on special districts.
8. Ability to learn complex procedures; compile and prepare financial reports; learn laws and regulations governing fiscal record keeping; examine and verify routine financial documents and reports.
9. Ability to read and comprehend simple instructions, routine correspondence, and memos.
10. Ability to write professional level reports and correspondence.
11. Ability to communicate effectively and express ideas clearly, both verbally and in writing.
12. Ability to effectively present information to the Board of Directors, the Fire Chief and in small group situations with other employees of the organization.
13. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.
15. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

Work Environment and Physical Requirements:

1. This position involves sedentary, administrative work in an office environment.
2. Use of sensory activities, such as talking, seeing, and hearing, will be required frequently.
3. Position requires close vision and the ability to adjust focus.

4. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, and reaching away from body. This position also requires frequent standing, walking, twisting, and turning, and occasional kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and finger coordination in preparing statistical reports and data, using a computer keyboard and mouse.
5. Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.
6. Work will involve periods of high mental and/or emotional stress.
7. Occasional weekend and/or evening work will be required.