

**JOB DESCRIPTION: FINANCE MANAGER****STATUS: Full-time, Exempt, Salaried****Effective Date: 01/12/24 Approved: Chief vanSchaick****POSITION SUMMARY:**

The Finance Manager reports to the Fire Chief and is responsible for the routine and higher-level accounting and financial reporting duties in support of the Orcas Island Fire & Rescue's operations.

This position has the option to be performed in a hybrid office setting (partial remote and partial in-person work schedule).

ESSENTIAL JOB FUNCTIONS

- Manages all accounting operations, including budget control, cash management, and grants management.
- Coordinates benefits for all new hires/volunteers.
- Processes payroll in a timely and accurate manner.
- Processes accounts payable and accounts receivable.
- Performs bank and credit card reconciliations.
- Prepares the annual budget and budget adjustments.
- Prepares and presents monthly financial and budget reports, including state and federal reporting.
- Presents various reports to the Chief and Board of Fire Commissioners in open public meetings.
- Supports collective bargaining process through proposal costing.
- Manages grant administration.
- Oversees and audits EMS billing performed by a third-party contractor.
- Serves as audit liaison during external audits.
- Works with and maintains confidential information.
- Develops, maintains, and ensures optimal utilization of financial accounting information systems.
- Compiles, completes, and ensures timely monthly and year-end financial closing; reviews monthly and year-end financial statements and supporting documentation; reviews statements, schedules, and reports for accuracy and completeness.
- Performs other duties and special projects as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Post-secondary schooling in business, finance or accounting. Bachelor's degree preferred.
- Five or more years of related experience in progressive roles.
- Public sector finance experience preferred.
- A combination of education and experience, which provide the applicant with the desired skills, knowledge and ability required to perform the job may be considered.



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KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge and application of principles and practices of Accounting
- Proficient in various software applications including Microsoft Office Suite (Word, Excel, Outlook) and automated accounting systems
- Strong organizational and analytical skills
- Ability to work independently when required, prioritize workflow and meet recurring deadlines
- Excellent communication skills and the ability to build and maintain relationships
- A strong sense of integrity
- Attention to detail and accuracy

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:

- To successfully perform the essential duties of this position, an individual must be able to sit or stand at a desk for extended periods, and use office equipment, including phones, computer keyboards, monitors, and scanners. Vision sufficient to view, interpret and prepare financial records and spreadsheets. Individuals must be able to engage with staff, partners, and vendors over the phone, electronically and in-person. Regular attendance is an essential function of the position.
- Position may require occasional evening hours to attend meetings or events.
- There may be limited local travel requirements to meet business needs such as banking, attend meetings, etc.
Reasonable accommodations may be made to assist individuals with disabilities to perform essential position functions.

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.