



REDMOND FIRE & RESCUE

341 NW Dogwood Ave
Redmond, OR 97756
Phone: (541)504-5000
Fax: (541)526-1254
www.rdmfire.org

POSITION TITLE: Chief Financial Officer
DEPARTMENT: Administration
FLSA STATUS: Exempt
EMPLOYEE GROUP: Senior Management/Non-Represented

DISTINGUISHING FEATURES

The Chief Financial Officer is responsible for planning, coordinating, supervising, and evaluating the accounting and financial systems of the District including general ledger, payroll, accounts payable and receivable, purchasing, fixed asset record management, debt management, financial reporting, risk management, and budget development.

Work in this position requires a high degree of coordination with other District members. The Chief Financial Officer must possess an in-depth understanding of generally accepted accounting principles, Oregon local budget law, applicable Oregon Revised Statutes, and financial management with considerable attention to detail and thoroughness, capability to complete tasks within deadlines, and ability to maintain confidentiality. Work in this position requires considerable independent judgment and professional decision making.

The Chief Financial Officer reports directly to the Fire Chief.

The Chief Financial Officer coordinates and oversees financial duties performed by administrative support personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following describes a majority of the essential functions of this position. This list may be supplemented as necessary.

- Develops, oversees, and maintains budgeting, accounting, and reporting systems that are compliant with professional standards.
- Directs the development and administration of the District's budget process in compliance with professional standards, Oregon Local Budget Law and the Government Finance Officers Association (GFOA) Distinguished Budget Award criteria. Coordinates Budget Committee meetings and coordinate community engagement activities related to the budget process.
- Conducts thorough financial analysis and forecasting for long term strategic planning and budget development. Directs the forecasting of funds needed for staffing, equipment, materials and supplies.
- Schedules and oversees the independent annual audit process and the issuance of the annual financial report in conformity with generally accepted accounting principles. Performs year-end general ledger adjusting entries and necessary work papers in preparation for the annual audit. Maintains positive relations with the external auditor.
- Monitors the District's financial position and issues periodic financial and operating reports to the Fire Chief, management staff, and the Board. Prepares month end reconciliation and financial reports for Board approval; monitors and analyzes revenues and expenditures.

- Performs all aspects of payroll processing to ensure timely and accurate processing of payroll transactions including salaries, accruals, benefits, garnishments, taxes, and other deductions. Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates. Ensures compliance with federal, state and local payroll, wage, and hour laws and best practices, notably the FLSA 207(k) exemption for employees engaged in fire protection. Performs timely reporting and accurate categorization of employee compensation and transactions to Oregon PERS.
- Supervises and/or performs all aspects of accounts payables, general receivables, and purchasing card activities.
- Oversees the District's participation in reporting, compliance, and collections from the Ground Emergency Medical Transportation and conflagration billing programs.
- Manages banking relations and the District's cash flow to meet operational requirements. Also directs the investment of funds in accordance with District policy, state and federal statutes.
- Oversees administration of debt activities; prepares data for municipal bond sales; works with financial institutions and bond attorneys in developing applicable schedules and timelines; ensures compliance on issued debt including continuing disclosures in EMMA.
- Develop and implement financial policies, procedures, and best practices; recommend and establish internal controls and improvements; develop procedures to implement new and/or changing regulatory requirements.
- Oversees the District's risk management processes; assists with liability insurance claims and annual reporting audit.
- Oversees the District's public contracting purchasing policies and procedures; ensures compliance with State law; conducts contract administration.
- Assists with labor negotiations and preparation of financial impact studies.
- Administers District capital assets and inventory list.

KNOWLEDGE AND SKILLS

- Financial administration including principles, methods, and practices of general management, governmental accounting and budgeting, financial analysis, forecasting and reporting, internal controls and auditing procedures, cash management, debt issuance, and investments.
- Generally accepted accounting principles (GAAP), Oregon Local Budget Law, Federal fringe benefit regulations, workers compensation law, and other pertinent Federal, State, and local laws.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of organization, administration, and personnel management.
- Modern office practices, procedures, and equipment including computerized accounting processes and software systems development.

ABILITIES

- Analyze, interpret, summarize, and present information and data in an effective manner and prepare complex financial statements, reports, and analyses.
- Collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of District wide goals.
- Interpret and apply Federal, State, and local policies, laws, procedures, and regulations.
- Maintain confidentiality and professional credibility.
- Perform effectively under continual deadlines and associated demands.
- Organize, file, and maintain accurate financial records; extensive attention to detail.
- Communicate clearly and concisely both orally and in writing.

- Articulate ideas and processes in the development of policies and procedures.
- Establish and maintain effective working relationships with all District members, public officials, and the general public.
- Coach, mentor, encourage, and motivate employees.

WORK ENVIRONMENT

Work is performed in a general office environment during routine office hours, Monday through Friday, however evening and weekend work is possible. Work activities vary widely including attendance at meetings, field and classroom training, and driving. Work may include infrequent response to emergencies to assist with logistic and/or financial duties.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting (up to three hours) and use of computer equipment. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate papers, files, financial records, keyboard, 10-key, mouse, and telephone. This position requires the ability to lift up to ten (10) pounds frequently. Occasional driving required.

MINIMUM EXPERIENCE AND QUALIFICATIONS

1. Bachelor's Degree in business administration, accounting, finance, or related field or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.
2. Five (5) years responsible experience in all phases of accounting, budgeting, analysis and financial work with fire or other governmental agency.
3. Valid driver's license.

DESIRABLE QUALIFICATIONS

1. Three (3) years experience at a senior management level.
2. CPA License or MBA in related field.