

NORTH WHIDBEY FIRE AND RESCUE

JOB TITLE / DESCRIPTION: Accounting Manager / District Secretary

Supervisor Title: Chief, Board of Fire Commissioners

This position is responsible for all accounting and fiscal duties to facilitate the administration of the District. The District Secretary is a public official appointed by the Board of Fire Commissioners in accordance with RCW 52.14.080. The primary responsibility of the District Secretary is to fulfill statutory obligations of this position and to perform the duties assigned by the Board of Commissioners.

Work shall normally be a 40-hour work week scheduled with office hours between 8:00 a.m. and 5:00 p.m., Monday through Friday with an hour lunch period.

DUTIES, RESPONSIBILITIES, AND JOB FUNCTIONS

- Prepare and maintain all financial records, reports and files according to state and local laws and district policy.
- Receive monthly finance reports from the County Treasurer and report the information to the Board of Fire Commissioners (RCW 52.16.050) and reconcile district accounting records with the monthly financial report received from the Island County Treasurer.
- Prepare annual BARS report to Washington State Auditor.
- Provide monthly revenue, expenditure, and projection reports and financial reports as needed for daily operations and preparation of the annual budget.
- Prepare and certify a budget of the requirements of each District fund and deliver it to the County Assessor's Office in ample time for the tax levies to be made for District purposes. (RCW 52.16.030)
- Ensure District operates within the budget.
- Serve as District Auditing Officer and Investment Officer.
- Prepare District investment documents.
- Audit, prior to payment, all claims presented against the District by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose. Authenticate and certify claims as just, due and unpaid obligations against the District.
- Sign vouchers approved by the Board of Fire Commissioners. (RCW 52.16.050)
- Monitor all payroll deductions to conform to current tax rates. Prepare monthly, quarterly and annual tax forms and reports.
- Provide the Chief with information and recommendations concerning administrative and fiscal management, and assist in policy planning, development, and performance of related duties.
- Ensure reconciliation of warrants when they are received from Island County Treasury before warrants are distributed to vendors. Ensure District Office operates within its budget.
- Attend meetings, seminars, conferences, and other training programs to keep informed on current laws and changes that may affect the Department.

- Formulate correspondence, often of a complex and confidential nature, selecting ideas as well as language to convey desired meaning. Draft and originate correspondence and reports for the Commissioners and Chief.
- Research accounting issues, draft reports, and assist with or manage projects as requested by staff, firefighters, Chief and Commissioners.
- Prepare, coordinate, and/or supervise the preparation of resolutions, policies and procedures, specifications, contracts and bidding documents as directed by the Board of Commissioners and Chief.
Attend and participate in all meetings of the Board of Commissioners and other meetings as required.
- Coordinate preparation and distribution of meeting notices and agendas for Board meetings. (RCW 52.14.080)
- Keep record of the proceedings of the Board of Fire Commissioners. Ensure minutes of meetings are taken, transcribed, and distributed.
- Serve as a voting member and Secretary/Treasurer of the Board of Trustees of Volunteer Fire Fighters' Relief and Pensions. Keep a public record of all proceedings, of all receipts and disbursements made by the Board of Trustees and make an annual report of its expenses and disbursements with a full list of the beneficiaries to be placed on file at the district Office. (RCW 41.24.070)
- Perform other duties as prescribed by the Board of Fire Commissioners. (RCW 52.14.080)
- Maintain a current driver's license and personal auto insurance.

ANCILLARY DUTIES

- Acts as Agency's benefit coordinator
- Through coordination with Admis Assistant and Receptionist. Ensures personnel records are maintained in accordance with the applicable RCW's
- Other Administrative duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Education: Bachelor's degree in Accounting, Business Administration, Finance or closely-related field.
- Experience: Minimum three (3) years of progressively responsible experience in the accounting/finance field. Desirable would be at least five (5) years preferably in governmental accounting.
- A combination of education, training, and/or experience which provides an equivalent background required to perform the job will be considered.
- Certification/License: CPA preferred but not required.
- Extensive experience with computers and Microsoft Office Suite (Word, Excel, Access and PowerPoint minimum).
- Considerable oral, telephone, and written communication skills.
- Considerable knowledge of the operation of office type equipment.
- Thorough knowledge of English, spelling, grammar, vocabulary, and punctuation. Ability to communicate effectively, both orally and in writing, and to maintain confidentiality pertaining to certain documents. Ability to read and write English language.

- Ability to project an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.
- Ability to prioritize numerous assignments, and cope with interruptions, last minute changes, and rigid deadlines. Requires broad work experience and ability to work independently with minimal or no supervision. Requires skill in composing correspondence and reports and to transcribe from rough draft.
- Knowledgeable with Revised Codes of Washington (RCWs) and Washington Administrative Codes (WACs) pertaining to the fire service.