



CLASS SPECIFICATION

Class Code: 17850
Date Est: 10/2016
Last Rev: 07/2021
Last Title Chg:
FLSA: Exempt
Probation: 12 Months

CHIEF FISCAL OFFICER

DEFINITION

Under the direction of the Fire Chief, serves as the chief fiscal officer of the District and provides for the financial integrity of the District, protects District assets, and maintains accurate financial and accounting records; organizes and directs the Finance division, including accounting, purchasing, accounts payable, and accounts receivable; represents the District on a variety of matters including labor negotiations; recommends and manages fiscal policies; coordinates the issuance and managing of debt; assists the Fire Chief with development of the District's budget, budget management, long term financial planning and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university in accounting, finance, public administration, business administration or a closely related field, plus five years of full time progressively responsible experience in professional accounting, fiscal management, auditing, risk management, and purchasing or similar management functions in a governmental environment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Certified Public Accountant (CPA), at time of application.

SUPERVISION EXERCISED

Exercises direct supervision over clerical and technical support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Develop and manage District budget to ensure compliance with State and County requirements.

Develop, implement and monitor fiscal policies and procedures ensuring the efficient and accurate fiscal operation of the District and fiscal compliance with Federal, State, and County requirements.

Manage, monitor and control all fiscal functions within the Truckee Meadows Fire Protection District, including maintenance of financial records and preparation of financial reports, working with other department staff as necessary. Forecast revenues and expenditures.

Review and approve the department payroll and payments for services.

Supervise assigned staff which includes participating in staff selection, providing training in proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, implementing discipline and conflict resolution procedures when necessary.

Manage adjudication of costs related to out of district fire response.

Direct the collection of revenues from grants, contracts and fees.

Manage the District grants, including the transmittal letter, application packages, project assurances, financial reports, program reports, and related audits.

Ensure compliance with grant requirements.

Assist with the management of contracts and agreements with other agencies, vendors, medical providers, and professional personnel, ensuring compliance with District and County policies and procedures.

Analyze the productivity and operational performance of departmental programs through the review of work methods, procedures and other measures, and develop recommendations for changes in department structure, work procedures, workflow and/or equipment used to ensure cost effective operations and to avoid duplication of services.

Prepare and present written and oral reports containing detailed findings and recommendations to address a variety of administrative problems, improve services and operations, and evaluate functions and programs.

Participate in various committees, researching a variety of issues; define problems, make recommendations and assist with implementation of action plans.

Research, compile, tabulate, analyze, and interpret financial data and information on activity within the Truckee Meadows Fire Protection District.

Serve as functioning backup and provide direct assistance for staff to ensure all fiscal tasks are completed in a timely fashion when limited staff is available.

Act as the manager for the payroll department. Including review of payroll, making sure deadlines are met and performing more complex calculations and retro pays and/or working with software company to update more complex programming. Make sure all payrolls are submitted timely and prepare funding. Year-end close of the payroll including review of the Affordable Care Act report and other IRS reports including W-2s and W-4.

Review Quarterly Tax reports including multiple worksite, 941, Nevada State Unemployment quarterly filings.

Reconciliation of payroll bank account and payroll deduction reports.

Prepare the District's financial statements in accordance with GASB including all financial statement notes, schedules and government wide statements and reconciliations. Reconcile all Capital Purchases and prepare work papers for assets to be capitalized. Work directly with the auditors to finalize the annual audit.

Prepare the PERS report monthly for upload into PERS by the monthly deadline and complete the 502 report and wire request. Review and reconcile any change to pay that affect prior month reporting and amend the PERS reporting as necessary.

Work with consultants to issue debt for District needs. Monitor compliance with Debt covenants and update annual debt management policy.

Represent the District on the OPEB Board

Act as the main purchasing agent for the District including create purchase requisitions. Review of quotes and contracts to determine if they meet the NRS purchasing rules. Work with new vendors to obtain all applicable information to set up a new vendor for payment. Create consultant and professional services agreements in conformity with risk management and legal requirements. Work with the County on complex purchases including Requests for Qualifications and Requests for Proposals.

Monitor and process all debt related activities. Help the District obtain debt financing.

Prepare insurance applications and review quotes for property, liability and workers compensation to recommend insurance coverage. Work with County as necessary for the processing of insurance claims for property and liability. Work annually with workers comp auditors.

Create or work with consultant on the cost allocation plan for District services to Washoe County for the North of Township 22 area.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

District organizational policies and procedures.

District budget, finance, purchasing, and contracting policies and procedures.

District operations, functions, programs, and services and their fiscal impact.

Federal, state and local laws, statutes, codes, financial regulations and standards governing public financial administration.

Provisions of applicable collective bargaining agreements.

Countywide personnel policies such as sexual harassment, discrimination, and EEO. Management information systems and software programs used in the assigned area.

Principles of public administration and governmental operations.

Ability to:

Plan, coordinate, and direct the full scope of fiscal operations of the District to accomplish established goals and objectives and optimize efficiency.

Perform the fiscal analysis work related to assigned department/division operations and functions.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Generally accepted accounting principles, including preparation of financial statements.

Principles and practices of budgeting, governmental accounting, cost/benefit analysis, forecasting, risk analysis, fiscal impact analysis and sound financial management.

Reporting and disclosure requirements of government entities.

Payroll principles and federal and state reporting requirements.

Principles of internal fiscal control.

Contract and grant administration and reporting.

Bond issues and various financing methods.

Principles of general management, supervision, and training.

Methods and techniques of financial and statistical data collection and report preparation.

Methods and principles of program planning, analysis and evaluation techniques.

Computer software and hardware used for fiscal analysis and financial management.

Ability to:

Plan, coordinate, manage, and supervise assigned programs, fiscal services, and administrative functions.

Analyze information, project consequences, formulate alternative solutions, and make appropriate recommendations.

Supervise personnel including training, assigning and reviewing work, administering discipline, and conducting performance evaluation for assigned staff.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Read, interpret, analyze, and apply pertinent laws, codes, regulations, and standards, including administrative and departmental policies and procedures.

Research, compile, tabulate, analyze, and interpret financial data and information and make appropriate recommendations.

Participate in the development of short and long-term capital improvement plans.

Develop and implement recommendations regarding work procedures and cost effective services.

Operate a personal computer and financial management software programs.

Write reports, financial summaries, correspondence, memoranda, and other documents.

Make written and oral presentations to management, staff, advisory boards, government agencies, and external auditors.

Communicate clearly and concisely both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.