

# Drexel Heights Fire District

## Job Description

**Job Title:** Administration & Finance  
Services Manager  
**Department:** Business Services  
**FLSA:** Exempt

**Position Code:** 211  
**Step Range:** 40-50  
**Date:** January 1, 2022

### **General Description**

The Administration & Finance Services Manager is responsible for the operation of the business office and its services. The Manager exercises considerable analytical and independent judgment with regard to applying a broad scope of business services and financial management knowledge and practices. This position is a senior management position with supervisory and technical duties. This position has considerable independence in management of relevant programs, projects, services. This position oversees and coordinates the services provided by the District consulting firm for accounting and finance.

### **Supervision Received**

Position is directly responsible to the District Administrator & Fire Chief.

### **Supervision Exercised**

Administrative Support Specialists I & II and Accounting Consulting Firm.

### **Essential Duties and Responsibilities**

1. Plans, develops, and manages the administration and operations of Finance and Administrative functions of the District.
2. Implements, maintains, and manages internal financial controls.
3. Researches, plans, and implements programs and processes that promote an open organizational climate through teamwork, trust, and mutual respect for employees and organizational goals.
4. Supervises and manages the District's consulting accounting firm.
5. Supervises payroll functions for multiple fire districts
6. Consults with legal counsel, when necessary or directed, to ensure policies and procedures are following local, state, and federal laws.
7. Makes recommendations to management regarding development, changes, and implementation of policies.
8. Conducts research, analyzes, and prepare reports to make recommendations regarding budget and finance related practices.
9. Maintains confidential and sensitive financial related information.
10. Prepares, submits, and manages budget, budget reporting and makes recommendations for change to the District Administrator & Fire Chief.

11. Manages the day to day operations of the business office and maintains the District's master calendar.
12. Oversees in cooperation with the District's accounting firm the accounts payable and general accounting practices.
13. Insures funds and receipts are properly deposited and recorded.
14. Monitors and manages for the District the Pima County tax receipts and warrants process.
15. Manages the District's fixed assets programs.
16. Manages the District's records management program, digitalization of records and financial records. This management includes oversight of all financial and governmental records.
17. In cooperation with the District's accounting firm, manages and handles the District's annual and other audit process.
18. Performs other duties or tasks as assigned.

The above listed examples of work are not intended to be all-inclusive. The District Administrator reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

### **Knowledge, Skills and Abilities**

1. Ability to think logically and quickly in non-emergency situations.
2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manuals.
4. Ability to read, write legibly, speak distinctly and have good hearing.
5. Requires confidentiality and ability to remain calm under stress.
6. Knowledge of controlling laws and ordinances affecting the District.
7. Knowledge and experience working in a public sector finance and business position.
8. Knowledge of laws governing payroll, and the Fair Labor Standards Act concerning various Fire District employees.
9. Experience in the development and administration of procedures for purchasing, financial management, internal controls and records management and Internal controls.
10. Ability to maintain and uphold high ethical standards.
11. Possess the knowledge and skills to speak publicly and make presentations.
12. Ability to interact with elected officials appropriately.
13. Strong interpersonal and communication skills, applicable in individual and/or group settings.
14. Comprehensive and practical knowledge and experience in finance and governmental business and field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
15. Advanced computer skills utilizing Microsoft Office Suite.

### **Minimum Education, Training and Experience Requirements**

1. A Bachelor's Degree in Finance, Business Administration or closely related field from an accredited college or university recognized by the US Department of Education.
2. Seven (7) years of increasingly responsible, comprehensive, experience in the field of Finance and Business Administration.
3. Administration and finance management experience in a fire district or local government.
4. Must possess or be able to possess a valid Arizona Drivers License.
5. No felony convictions or disqualifying criminal histories within the past ten (10) years.

### **Preferred Education, Training and Experience**

1. Master's Degree in Finance, Business Management or a closely related field.
2. Senior Professional Human Resources (SPHR)/SHRM-SCP Certification
3. Prior employment with a fire district in Arizona.
4. Experience with a variety of software systems including QuickBooks, Bellwether, Bill.com, Aladtec and Ascentis.
5. Ability to communicate in both English and Spanish.

### **Tools, Equipment and Work Aides Used**

Telephones, computer, typewriter, calculator, motor vehicle, copier, and other typical office equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl; taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office and vehicles, in all weather conditions, including temperature extremes, during the day.

The noise level in the work environment is usually quiet in office setting.

**Selection Guidelines**

Formal application and resume; review of education and experience; interview; background check; and final selection. The District Administrator & Fire Cheif makes this appointment.

**Miscellaneous**

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

**Approval:**           *Douglas E. Chappell*          

**Effective Date:** January 1, 2022