

Job Description

Finance/Human Resources Administrator

Effective Date: January 2008

Revised: April 2013

A. POSITION PURPOSE

The Finance/Human Resources Administrator is an exempt, administrative position. The primary purposes of this position are to carry out/oversee the day-to-day financial and human resource functions of the Fire District while supervising the administrative support office staff. The Finance/HR Administrator is a part of the administrative team.

B. CONTROL OVER WORK

The Finance/HR Administrator is responsible to and reports directly to the Fire Chief.

C. RESPONSIBILITIES**Emergency Services Delivery/Operations**

- Provides administrative support to operations.

Supervision

- Is responsible for the direct supervision of the administrative office staff (Admin Support I & II job descriptions). Process and approve time cards of direct reports, including time off requests.
- Provide career coaching and support
- Prepare and deliver developmental reviews of direct reports per District policy.
- Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures.

Training

- Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service administrative functions, financial methods and techniques, and human resource topics.
- Provide training in areas of expertise as assigned.

Planning

- Attends and participates in administrative team meetings on a regular basis.
- Provides recommendations for changes to administrative/financial/HR operations and equipment as part of the District's short and long range planning process.

Budget

- Assembles and prepares annual budget based on input from project custodians. Prepares periodic budget reports throughout the year.
- Prepares and manages budget projects as assigned.
- Provides recommendations on budget areas when appropriate.

Administration

- Responsible for day-to-day financial operations of the Fire District including but not limited to payroll, accounts receivable and payable, accounting records and reports, and preparation and distribution of a variety of reports to support efficient operation of the District. Within the scope of these activities, the position acts as the Investment and Fiscal Officer, as well as, the Petty Cash and Travel Fund Custodian.
- Responsible for day-to-day human resource functions including but not limited to managing benefit programs, supporting recruiting and hiring processes, providing benefit information and support to District personnel, support related training for personnel, and supporting the development of personnel policies and procedures.
- Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public.
- Maintain discretion in handling matters of a proprietary, confidential, or personal nature.
- Maintain necessary records and reports within assigned area of responsibility.
- Perform other duties as assigned by the Chief and/or the Board of Commissioners.

D. KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of governmental accounting principles and practices, financial management, payroll systems and human resources management, including County, State and Federal laws pertaining to these Fire Service operations and administration.
- Advanced analytical, public relations and communication skills (both verbal and written) to comprehend, interpret, and explain rules, regulations, budgets, legal requirements and policies.
- Demonstrated interpersonal skills to build and maintain effective working relationships with internal and external customers and contacts.
- Ability to remain flexible to changing priorities.
- Demonstrated computer proficiency in areas commensurate with the position.

E. WORKING CONDITIONS

- The working hours are typically 8 AM to 5 PM, Monday through Friday.

- Work is generally performed in an office setting. This position typically requires stooping, kneeling, reaching, sitting, mobility, fingering, talking, hearing, seeing and repetitive motions. Work is typically sedentary work. However, may need to exert force occasionally to lift, carry, push, pull or otherwise move objects weighing up to 20 pounds.

F. GENERAL QUALIFICATIONS (To Be Met and Maintained)

- Meet the requirements identified in the District's *General Employment and Affiliation Requirements*
- BA/BS degree in business, finance, HR (or related field), or a combination of training, education and experience commensurate with duties.
- Professional in Human Resources (PHR) certificate or obtain within one year of appointment.