

# CAMANO ISLAND FIRE AND RESCUE

## FIRE DISTRICT POLICY

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<b>Number:</b>	<b>400.015.00</b>	<b>Date:</b>	<b>05/26/23</b>
<b>Area:</b>	<b>Personnel</b>	<b>Page</b>	<b>1 of 7</b>
<b>Subject</b>	<b>Job Description – Finance/Human Resource Manager - Exempt</b>	<b>Approved</b>	

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### 1. General:

1.1. Manages financial transactions involving various funds, grants, and contracts. Performs comprehensive analysis and projections relating to business or research trends. Manage the development and monitoring of budgets and various funds. Monitor compliance with grants and contracts. Analyzes financial data to ensure efficient use of resources. Ensures compliance with the State Auditor. Provides confidential human resources support to the Fire Chief, administrative staff and department personnel.

### 2. Supervision Received:

2.1 The Finance/Human Resource Manager reports directly to the Fire Chief and can take direction from the Assistant Fire Chief's.

### 3. Supervision Exercised:

3.1. The Finance/Human Resource Manager supervises the operations of the all payroll functions.

### 4. General Responsibilities:

4.1. The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job-related instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

4.2. Maintains a work schedule as determined by the District Fire Chief.

4.3. Serve as a liaison working with the Washington State Auditor's Office on biennial audits.

4.4. Individuals assigned to this position are expected to apply a broad knowledge of the Washington State Budgeting, Accounting and Reporting (BARS) which directs all accounting and reporting standards for local governments in accordance with RCW 46.09.200.

4.5. Manages financial transactions involving various funds, grants, and contracts. Manages the development and monitoring of budgets and various funds. Monitors compliance with grants and contracts. Analyzes financial data to ensure efficient use of resources. Ensures compliance with the State Auditor.

4.6. Provides confidential human resources support to the Fire Chief, administrative staff, and department personnel.

4.7. Performs other duties and responsibilities as assigned.

### 5. Specific Duties and Responsibilities:

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- 5.1. Analyzes financial data, and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability.
- 5.2. Monitors, identifies, and communicates budget status in relation to expenditures and revenues to the Fire Chief and Board of Commissioners.
- 5.3. Keeps current of pertinent laws and regulations to maintain up-to-date compliance.
- 5.4. Works directly with the Fire Chief to develop the annual budget. At the direction of the Fire Chief may be required to calculate and submit the annual Fire and EMS levy calculations and certifications to Island County for the purposes of determining the property tax revenues for the next year.
- 5.5. Manage, organize, and tracks District contracts, grants, GEMT and other required financial reporting.
- 5.6. Oversight of all District payroll functions. Reviews monthly payrolls for accuracy, reviews payroll changes, and any contract updates. Serves as a backup for payroll functions.
- 5.7. Establish and maintain a good working relationship with the Island County Government, particularly the Treasurer's Office, Auditor's Office, and Assessor's Office.
- 5.8. Serves as the District Investment Officer and works with the Fire Chief to implement and manage all investments.
- 5.9. Prepare monthly and year-end financial statements in compliance with the Budgeting Accounting and Reporting (BARS) for Fire Districts.
- 5.10. Manages cash receipting and deposit procedures to ensure compliance with District policy.
- 5.11. Assist with annual audit of third-party billing company in regard to accurate and timely patient billing and collection process.
- 5.12. Coordinates with the Maintenance Division to prepare and invoice outside agencies; ensure compliance with state agencies and tax reporting requirements and monitors work orders for accuracy.
- 5.13. Drafts financial policies and procedures.
- 5.14. Manages voted and non-voted debt contracts and compliance.
- 5.15. Ensure compliance with government bidding, contracting and purchasing rules and regulations.

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5.16. Processes invoices for payment; reviews and audits invoices to ensure accuracy of prices and entries.

5.17. Maintains official personnel files and other records in compliance with District policies, collective bargaining unit, legal regulations, and confidentiality requirements.

5.18. Conduct employee orientations.

5.19. Manages workers compensation coverage and claims.

5.20. Manages employees' benefit programs and assists employees relating to health insurance, life insurance, retirement, deferred compensation, and other benefit programs.

5.21. Attend meetings, seminars, conferences, and other training programs to keep informed of current laws and changes that may affect the district.

### **6. Peripheral Duties and Responsibilities:**

6.1. When approved, become a participative member of professional organizations such as the Washington State Administrative Support Division attending conferences and seminars designed to improve overall skill, knowledge, and ability.

6.2. Participate when requested in community and Fire District activities that promote the Fire District.

### **7. Minimum Qualifications:**

7.1. Must be a graduate from an accredited high school or have a GED equivalency. A background in Finance/Human Resources with three years of experience required.

7.2. Ability to use a variety of computer applications, including Microsoft Word, Excel, Outlook, and PowerPoint.

7.3. Requires thorough knowledge of English, spelling, grammar, vocabulary, and punctuation.

7.4. Requires a valid Washington State Driver's License and a driving record acceptable to the department's insurance carrier.

7.5. Must be a minimum of 21 years of age at time of application.

7.6. Must be a U.S. Citizen or have a valid working permit.

7.7. Submission to a thorough employment reference check as well as a law enforcement background check.

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7.8. Must not have had any felony convictions or disqualifying criminal histories.

**8. Preferred Qualifications:**

**8.1.** Bachelor's degree with major course work in business administration, finance, economics, accounting, and or human resources or a related field. Any equivalent combination of education and experience sufficient to provide the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

8.2. Five years of experience in government finance and administration preferred.

**9. Desired Knowledge, Ability, and Skills:**

- 9.1. Extensive knowledge of the Budgeting, Accounting, and Reporting Systems (BARS) for Fire Districts.
- 9.2. Extensive knowledge of general office procedures plus familiarity with the general principles of public administration and organization.
- 9.3. Federal, state and local laws regarding personnel policies and practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, Long Term Care Act, and others.
- 9.4. Principles and practices of employee benefit programs and Washington State's workers compensation program.
- 9.5. Principles and practices of employee payroll programs.
- 9.6. Principles and practices of government purchasing and contracting.
- 9.7. Maintain strict confidentiality with sensitive employee information.
- 9.8. Requires ability to work independently from general instruction and broad work expectations.
- 9.9. Requires ability to maintain and establish effective and cooperative working relationships with public and public officials.
- 9.10. Must possess the ability, skill, and integrity to manage information, records, reports, and situations of a confidential nature.
- 9.11. Excellent communication skills, both verbal and written.
- 9.12. Excellent interpersonal skills (demonstrated ability to relate well with Fire Commissioners, District Fire Chief, Command Staff Officers, paid / volunteer firefighter personnel and the general public).

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9.13. Must possess the ability to effectively manage situations related to public questions, complaints, or requests for information.

9.14. Ability to manage and maintain the District’s financial and human resources records.

9.15. Requires ability to work cooperatively with others as a member of the department team.

### **10. Physical Requirements:**

10.1. Ability to work in an office environment for an extended period of time to include, but not limited to, working at a computer workstation and sitting at an office desk, standing behind a counter, standing and operating copy machines.

10.2. Must be able to speak clearly, have visual acuity (corrected), and hear.

10.3. Must be able to reach with arms and hands, use hands and fingers to operate office equipment stand, sit, stoop, and crouch.

10.4. Must be able to lift a minimum of ten (10) pounds without difficulty and lift weights on occasion up to fifty (50) pounds.

10.5. Requires ability to drive an automobile.

### **11. Work Environment:**

11.1. Must be flexible employee willing to work additional hours due to workload, and occasionally on weekends when requested.

11.2. Generally, work is performed primarily in a confidential office environment.

11.3. Risks with the work area are minimal and do not exceed normal risks with working around standard office equipment.

11.4. Must be willing to travel on occasion to represent the Fire District. All costs associated with travel when representing the fire district will be reimbursed by the district.

11.5. Noise levels are usually moderately quiet with occasional radio transmissions of emergency incident notification and information which is audible in the office area.

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11.6. There may be occasional periods of increased stress during those times where projects need to be completed under pressure.

11.7. The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

Approved \_\_\_\_\_  
Commission Chair for  
Camano Island Fire and Rescue

Date \_\_\_\_\_

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Name	Title	Classification	Supervisor
	Finance/Human Resource Manager	Full Time - Exempt	District Fire Chief

Position Purpose
<p>This position has two primary purposes, they are: Perform complex financial objectives as defined by the District Fire Chief Perform the functions as Human Resources Manager for the District. This position reports to and will work under the general supervision of the District Fire Chief.</p>

Employee Signature	Fire Chief Signature
<p>I have read this position description, understand its contents, and acknowledge that it will be used as the basis for evaluating my job performance.</p> <p>Employee Signature</p> <p>Date</p>	<p>This position description accurately describes the essential functions assigned to this position.</p> <p>Fire Chief Signature</p> <p>Date</p>

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