Under the direction of the Fire Chief, the Finance Officer is responsible for general accounting and financial reporting, cash management, billing, payroll, financial and personnel systems, and financial data processing systems. The Finance Officer provides administrative support to the Fire Chief as needed, and assistance to the public, volunteers and the administrative staff as necessary.

The Finance Officer is the primary District Secretary and Auditing Officer appointed by the Board of Fire Commissioners.

Candidate must work well as a dynamic member of the team. Must be comfortable with discussing and strategizing the financial future of the fire district in meetings. Must be comfortable working in board meetings.

**DUTY DESCRIPTION**

1. The Finance Officer is responsible for the entry of required data, disbursement of funds and developing reports as needed in Payroll, Accounts Payable, Accounts Receivable,
Investments.
2. Maintains accurate reports of District funds, and assets, and balance journal entries and fund levels and reconciles each monthly.
3. Completes semi-monthly employee payroll, quarterly volunteer payroll, and liabilities.
Provides reports as follows: payroll liability, quarterly payroll, employee and volunteer injury claims, annual tax, annual State Auditor, and annual general obligation bond, investments, and grants.
4. Processes all accounts payable claims, prints and mails checks, and submits reports to the
Island Co. Treasurer and Board of Fire Commissioners.
5. Acts as liaison to and works with the State Auditor during bi-annual or other state audits.
**6.**Maintain the Department bank accounts including reconciliation, outstanding checks and check stock inventories.
6. Update and maintain, finance files, project files and other files that pertain to District business. Ensure the Records Manager is given information and documentation for retention and archiving.
7. Participate in the development of the annual budget and work within the adopted budget.
8. Provide support as the District Secretary, Finance, and Auditing Officer in the form of written minutes, reports, documents, etc., assigned by the Board of Fire
Commissioners.
9. Provide information and support to District volunteers.
10. Attend meetings after regular hours as required.
11. Provide support to the District Chief if necessary.
12. Answer telephones and assist the public.
13. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**The successful candidate must have a high school diploma, or GED. A bachelor’s degree preferred. A minimum of 5 years previous experience as a finance assistant or finance officer with accounting experience. An equivalent combination of education and experience may be considered. ***SWFE reserves the right, in its sole discretion, to determine whether the combination of education and experience are commensurate with the requirements of the position.***

**LICENSE/CERTIFICATION AND ADDITIONAL REQUIREMENTS:**

1. Possession of a valid Washington State Driver’s License.
2. Must have suitable experience to be bonded.

**KNOWLEDGE, SKILLS & ABILITIES:**The position requires and understanding of District policies, procedures, and protocols as they apply to the position; Working knowledge of government payroll reports and taxes; Knowledge of fire district files maintenance; Knowledge and ability to use word processing and data base programs, and BIAS software; Problem solving techniques and methodology; Technologically literate with computer skills, including familiarity with Microsoft Word, Publisher, PowerPoint, and Excel is desired.

Practices skills to organize and manage finances such as payroll, accounts payable invoices and warrants; Skill to prepare understandable written reports concerning financial information; Skill to deal with the public and problem solve; Operate a vehicle; Successfully work with and maintain relationships with employees, volunteers, and the public; Respectful presence with excellent people skills; Internet skills, including use of email programs.

Practices ability to design/use spread sheets; Ability to communicate effectively orally and in writing; Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers; Operate modern office equipment and computers including applicable software applications; Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work; A flexible self-starter who can work independently, and follow directions; Maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense during the course of the shift.

**PHYSICAL DEMANDS:**Must pass the department’s drug screen; Work is generally performed in the office settings with occasional travel to conduct District business.
The incumbent is occasionally exposed to outside weather conditions, wet/humid conditions, and windy conditions; The incumbent’s primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights up to 25 pounds; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle; The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus; The incumbent must hear in the normal audio range with or without correction.

**COMPENSATION AND BENEFITS**

**HEALTH CARE COVERAGE:** An employer paid health care benefit package is currently provided including medical, dental, vision, and accidental death and disability insurance.

**RETIREMENT BENEFITS**: This position is automatically covered by the Washington
Retirement System, PERS 3.

**WORK SCHEDULE & LEAVES**: This position is an FLSA non-exempt position that works a minimum of 40 hours per week (M-F). There is no remote work offered or available for this position. The position currently accrues 8 hours of sick leave per month and accrues 5-14 hours per month of vacation, depending on length of service. There are currently ten (11) paid holidays and two (2) paid personal days per year.

**PAY SCHEDULE**: All SWFE employees are paid every two weeks for a total of 26 pay periods each year.

Interested applicants must attach and submit the following required items with your application:

1) SWFE Employment Application
2) Cover letter that explains interest in this position and summarizes experiences and education
3) Curriculum Vitae or Resume
4) Required certifications and licenses
5) Copy of educational degree or applicable credits

Applications may be obtained on-line at our web site www.swfe.org or by contacting the Fire
Chief at the address listed below.

Complete applications must be received at our Administration Office, by email, mail, or in person no later than 5:00 PM, PST, Tuesday, 10/31/2023 at the following address:

SOUTH WHIDBEY FIRE/EMS
5579 Bayview Rd.

Langley, WA 98260
Attn: Chief Nicholas Walsh

**Failure to complete and submit ALL application materials will disqualify your application.**
**SWFE will not notify applicants of incomplete application packets.**

**This position is open until filled; however, the first review of applications is scheduled for**
**November 1, 2023.**

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. Eligible internal candidates, if any, will be given first consideration. All offers of employment are contingent upon the successful completion of an extensive background check.

If special accommodations are necessary at any stage of the selection process, please contact
Chief Nicholas Walsh immediately.

**SUCCESSFUL APPLICANTS MUST PASS THE FOLLOWING:**

1. All eligibility requirements
2. Resume review
3. Panel Interview
4. An extensive background investigation, which includes a credit check due to the nature of the position.
5. A Chief’s interview

Job Type: Full-time

Salary: $77,045.86 - $103,543.19 per year

Benefits:

* Dental insurance
* Flexible schedule
* Health insurance
* Paid time off
* Retirement plan
* Tuition reimbursement
* Vision insurance

Physical setting:

* Office

Schedule:

* 8 hour shift
* Monday to Friday

Education:

* High school or equivalent (Required)

Experience:

* Bookkeeping or Finance: 5 years (Preferred)

Work Location: In person. No remote work is available for this position.

SOUTH WHIDBEY FIRE/EMS IS AN EQUAL OPPORTUNITY EMPLOYER, BELIEVES IN AND PRACTICES WORKFORCE DIVERSITY. We welcome all applicants who will be considered regardless of race, color, national origin, creed, religion, sex, age (over 40), pregnancy, marital status, physical or mental disability, genetic information, gender identification, sexual orientation, gender identity or status as an honorably discharged veteran, or any other class protected by federal, state, or local law. Equal access to the hiring process, services, and employment is available to all persons.