


East Lake Tarpon Special Fire Control District		
	<i>SOG 210 Job Description - Financial Administrator</i>	
	Implementation Date: 11/2000	Revision Date(s): 07/28/2009, 04/23/2019
		Reviewed Date(s): 02/20/2019
	Forms or Attachments: None	

POSITION TITLE: Financial Administrator

IMMEDIATE SUPERVISOR: Fire Chief

EMPLOYMENT HOURS: 40 hours, Exempt

ACHIEVEMENT METHOD: Hired by the Fire Chief

General Description:

Principal responsibility is to account for all East Lake Tarpon Special Fire Control District’s financial affairs. Report to the Fire Chief on both daily operations and the future of the Fire District by assisting with department planning by continually finding new ways to improve financial services. Primary responsibilities include budget preparation, financial results monitoring and reporting, risk management, internal controls, cash management, reserve management, annual audits and fixed asset records and maintenance.

Responsibilities and Essential Job Functions:

- Plan, organize and monitor the activities of East Lake Tarpon Special Fire Control District’s financial operations.
- Monthly financial accounting and reporting.
- Implement internal controls to safeguard the District’s assets.
- Coordinate the preparation and monitor the District’s budget.
- Attend monthly meetings of the Board of Fire Commissioners.
- Cash flow management to ensure liquidity while maximizing investment funds.
- Ensure accurately and timely payroll processing.
- Manage the processing and payment of all vendor invoices.
- Manage District’s fixed asset register.
- Enforce compliance with standard accounting/ auditing systems and fiscal procedures.

- Prepare and assist auditors with the Comprehensive Annual Financial Report.
- Maintain TRIM compliance.
- Other duties as assigned.

Minimum Required Qualifications:

Education and Certifications:

- Bachelor's Degree from an accredited college or university in Finance/ Financial Accounting or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Ability to maintain accurate and complete operating records.
- Ability to review financial transaction documents for accuracy, completeness and conformance to established procedures.
- Experience with budgetary and government budgetary practices (TRIM knowledge a plus).
- Knowledge of IRS Tax forms and Payroll experience/application.
- Governmental Accounting a plus.
- Computer literate in Microsoft Excel, Microsoft Word and Quick Books Pro.
- Versed in current auditing standards governed by the Audit Standards Board of record (if necessary, attend seminars or conferences related to the management of Control Deficiencies, Significant Deficiencies or Material Weakness in audit reporting).

Physical Requirements:

- Ability to lift up to 35 pounds.

Environmental Conditions:

Performs professional and administrative duties, primarily in an office environment with occasional exposure to outside conditions.

Note: Reasonable considerations will be made for otherwise qualified individuals with a disability.