



Eastside Fire & Rescue Job Description

Position Title: Finance Director
Department: Finance
Reports To: Deputy Director/Deputy Chief
FLSA Status: Exempt
Revised: December 2022

General Summary:

The Finance Director is a mid-level administrator who plans, coordinates, and performs designated Department financial functions, including financial reporting, budget preparation and administration, financial modeling and analysis, supervision of Finance positions and activities. Reports directly to the Deputy Director/Deputy Chief of Administration.

Essential Job Functions:

1. Works collaboratively with team members to foster and maintain a culture which reflects the values of the Department.
2. Anticipates, assesses, and responds effectively to the needs of the Department, employees, and customers.
3. Consistently provides excellent customer service that is timely, accurate and courteous.
4. Prepares the Department's budget and presents the results of operations against the budgets.
5. Advises the Deputy Director/Deputy Chief of Administration, Fire Chief and Board of the likely financial outcomes of pending Department decisions.
6. Conducts research and makes forecasts of financial conditions of potential interest to the Department.
7. Maintains current knowledge and capabilities in relevant laws, regulations, codes, operations, and procedures.
8. Supervises, directs work, and evaluates the performance of Finance Division positions. Responsible for training said employees.
9. Oversees the preparation of the Department's annual financial statements and budget report.
10. Oversees financial audits of the Department by the State Auditor's Office or other outside audit firms.
11. Assists the Deputy Director/Deputy Chief of Administration as directed with all assigned tasks, duties, and objectives.
12. Provides necessary information and documentation to qualified external financial agencies.
13. Provides necessary support to the Board and to the labor negotiation team.

14. Acts as a confidential liaison on Department financial matters for the Fire Chief with the Board of Directors, Board of Commissioners, and all relevant elected officials.
15. In conjunction with the Leadership Team and others, assures that adequate technology and services are available to and used within the Department.
16. May manage certain programs, priorities, and objectives.
17. Participates in this position's annual performance evaluation conducted by the Deputy Director/Deputy Chief of Administration.
18. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

1. Ability to establish and maintain effective working relationships with other employees and the public.
2. Ability to listen and communicate effectively.
3. Ability to manage a positive office environment in order to produce effective work performance and high morale.
4. Knowledge of municipal accounting procedures and Budgeting Accounting Reporting System (BARS), and of current financial procedures and principles to include Generally Accepted Accounting Principles (GAAP).
5. Knowledge of RCWs and Department policy to effectively maintain records and documents.
6. Knowledge of labor laws and collective bargaining agreements.
7. Ability to assist in policy decisions, planning, development, and performance related duties as assigned by the Deputy Director/Deputy Chief of Administration.
8. Ability to anticipate, forecast, and develop action plans to insure financial stability of the Department.
9. Skill to create and prepare reports, budgets, and analytical materials and correspondence.
10. Skill to develop and monitor work procedures.
11. Skill to establish work priorities, supervise, direct, and evaluate all assigned employees.
12. Ability to effectively participate in meetings with elected officials
13. Ability to maintain confidentiality, demonstrate necessary discretion, and use sound and independent judgment in the performance of duties.
14. Ability to work independently and in conformity with Department practices and policies.
15. Ability to participate in training in order to remain proficient in assigned areas.
16. Ability to continually seek, maintain, develop, and implement industry "Best Practices."

Education and Experience:

1. Minimum of a bachelor's degree in Business Administration (with emphasis in Accounting or Finance), or other job-related field, or any combination of education and experience as determined by the Fire Chief.
2. Minimum of five years of accounting, auditing, and/or financial management experience, two of which are in a supervisory capacity.
3. Certified Public Accountant license is highly desired.

4. Experience in the recognition and avoidance of conflict-of-interest situations.
5. Experience in leading under stressful situations while maintaining discipline utilizing sound personal and professional judgment and control.
6. Growth and development measured by the ability of this position to perform duties and activities as assigned and to the satisfaction of the Deputy Director/Deputy Chief of Administration.

Physical Requirements:

1. Must be able to read a computer screen, and various reports, letters, documents, and training materials.
2. Must be able to drive Department vehicles.
3. Must be able to frequently communicate, express oneself, convey, converse, and exchange information with others.
4. Must be able to remain in a stationary position for long periods.
5. Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
6. Occasionally ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels; seldom stoops, crouches, or crawls.
7. Must be able to move, transport, and/or position, material up to 25 pounds.
8. Constantly operates a computer and other office productivity machinery.
9. Constantly works in an indoor office setting; seldom works in outdoor weather conditions.
10. Must pass the Department's pre-hire background, medical drug screen, and psychological testing.
11. Must maintain a valid Washington State Driver's License and good driving record as required by the Department.

Working Conditions:

Normally works a 40-hour week. The normal working hours are defined in a separate agreement between the employer and the employee. Work may require weekend and evening duty for meetings or emergency recall for certain fire and disaster incidents. Work is generally performed in an office environment and may include various meetings and conferences. Standard and financial hardware, software, and office equipment is utilized including specialized software.

General Sign-Off:

The employee is required to adhere to all Department policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by employees but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment, and are subject to change at the discretion of the Department.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____