



LAKESIDE FIRE PROTECTION DISTRICT

Invites resumes for the position of

Finance Officer

Management Exempt

At-Will Confidential

SALARY RANGE

\$64,064 - \$80,080 Annually

CLOSING DATE: June 19, 2017 at 4:00 p.m.

A cover letter and resume will be accepted through [indeed.com](https://www.indeed.com)



LAKESIDE FIRE PROTECTION DISTRICT
12216 Lakeside Avenue
Lakeside, CA 92040
619-390-2350 (T) 619-443-1568 (F)
www.lakesidefire.net

FINANCE OFFICER

Management Exempt Position
Confidential - At-Will

SALARY RANGE

\$2,464.00 – \$3,080.00 Biweekly

\$5,338.67 - \$6,673.33 Monthly

\$64,064.00 - \$80,080.00 Annually

THE FIRE DISTRICT

The Lakeside Fire Protection District was formed in 1963 and is an active Fire District of differing cultures and community coverage areas. From the Alpine area to our east, to the City of Santee on the west, the District covers more than fifty-one square miles and runs more than 12,000 unit responses per year. The Fire District currently operates four fire stations with fifty-two safety personnel, three administrative staff. The current operating budget of \$12 million is funded through property taxes and our contract with the County to provide paramedic services to CSA-69. The District has five elected board members that meet twice each month, and serves a population of 60,000 residents. Our long-standing close cooperation with the City of Santee continues in our joint management of CSA-69; which provides paramedic ambulances to the Lakeside/Santee area. The District is in partnership with the County Fire Authority providing a Cooperative Fire Service Delivery System in the unincorporated areas of San Diego County.

POSITION OVERVIEW

Under the general direction of the Fire Chief, the Finance Officer shall plan, organize and direct the financial functions of the District concerning accounting, budget, and financial reporting. This position is primarily responsible for the fiscal management of the District and financial policy analysis, which includes; conducting research, identifying and raising pertinent issues; summarizing findings; presenting results; reviewing, writing, and analyzing policies and procedures; and performing other related duties.

This is a management position that may provide direction and supervision for accounting staff and performs diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility.

REPRESENTATIVE DUTIES

- Responsible for leading the development and compilation of the annual District budget; assists in the review and preparation of budget estimates; provides financial and budget information to other departments and assists in resolving financial questions and issues.
- Coordinates and oversees all the external audits of the District's accounting records, financial statements and contracts; establishes and maintains internal control procedures and ensures that accounting standards are met.
- Compiles and presents the Annual Financial Report, and prepares and presents quarterly periodic financial reports to the Board of Directors.

*The Lakeside Fire Protection District is an equal opportunity/affirmative action employer
This agency supports work force diversity*

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- Calculates GANN appropriations limits, manages property tax revenue receipts and fixed charge assessments and prepares applicable reports.
- Serves as systems administrator and ensures smooth operations of the District's accounting and cash receipting systems, including general ledger and payroll; performs backup and restore processes; plans installation and testing of new releases and systems enhancements; troubleshoots software problems and coordinates their resolution with the software vendor.
- Supervises the work of employees responsible for accounts payable and receivable, payroll and payment processing and collections; supervises cash receipt and control of other types of remittances; reconciles revenue to billing records and posts amounts to the general ledger; reviews and approves monthly bank reconciliations.
- Plans, directs, coordinates, and supervises the analytical and financial work of the clerical staff.
- Prepares complex reports that communicate District priorities, policies, and procedures which may include estimates of service, personnel, revenue, and costs.
- Responsible for CalPERS reporting and compliance.
- Maintains and manages District capital asset inventory and manages District cash and investments.
- Responsible for month-end and year-end account reconciliation and year-end closing activities;
- Responsible for Other Post Employment Benefit (OPEB) management and compliance.
- Provides day-to-day leadership and works with office staff to provide an excellent and positive work environment. Provides excellent customer service to the District constituents and supports achieving the District's mission, objectives, and values.
- May be required to perform clerical functions of the lower level classifications, and perform related duties as assigned. May be required to work beyond the regular work shift including evenings and weekends.

EXPERIENCE AND EDUCATION

Graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least five years of progressively responsible professional accounting experience, preferably in a governmental agency; or an equivalent combination of training and experience. Experience may be considered as a substitute for the education requirement if the knowledge and experience are substantial and significant enough to indicate the knowledge, skills and abilities as outlined above.

Special Requirements: Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- Exercise independent judgment and initiative.
- Analyze, coordinate, and utilize resources effectively to meet objectives.
- Supervise and perform complex organizational and administrative studies.
- Supervise, train, and evaluate clerical, technical, and/or professional staff.
- Conduct and facilitate meetings.
- Compose written memos, letters, board letters, reports, manuals, and other documents.
- Make oral presentations before committees, boards, commissions, advisory groups, or community groups.
- Prioritize work to meet established deadlines.
- Use computerized equipment and applications to accomplish work.
- Establish effective working relationships with management, employees, employee representatives, and the

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public representing diverse cultures and backgrounds.

- Treat District employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Communicate effectively with a variety of individuals and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Analyze and solve difficult technical budget problems.
- Develop various types of budgetary documents and presentations.
- Prepare grant application forms and perform cost/benefit analysis.

BENEFITS

This position includes a comprehensive benefits package, including medical, dental and vision coverage for employees and their dependents. The District also offers a generous vacation, sick and administrative leave benefit as well as nine (9) paid holidays during the year. The District participates in the Public Employees' Retirement System (CalPERS); 2% at 62 for new members or 2.7% at 55 for classic members. The District does not participate in the Social Security program. Employees who retire from the District are eligible for a medical benefit in retirement. A deferred compensation plan is also available to employees.

APPLICATION AND SELECTION PROCESS

To be considered for the position candidates must submit a resume and cover letter on indeed.com. Resumes and cover letters will not be accepted at the District, by mail, email or fax.

Resumes will be reviewed to determine the most appropriately qualified candidates who will be invited to participate in an examination process, which may include skills testing. A thorough background check, physical exam, and drug screen will be conducted for the final candidate. There is a 12-month probationary period for all new employees.