



Miami Valley Fire District

General Administration

JOB DESCRIPTION

March 8, 2023

Fiscal Manager

FLSA STATUS: EXEMPT

REVISED DATE:

APPROVED: *Thomas B. Barnett*

GENERAL PURPOSE

The Fiscal Manager is an exempt full-time position who reports directly to the Fire Chief. This position typically works within the hours of 8:00 am to 4:30 pm, Monday through Friday; however, this schedule may be adjusted to meet business needs.

The Fiscal Manager is responsible for the overall fiscal operations of the Miami Valley Fire District and shall also serve as the Fiscal Clerk for the Miami Valley Fire District. This includes processing the bi-weekly payroll, maintaining the finance/payroll software used by the District, processing and maintaining accounts payables and receivables, preparing fiscal reports, reporting fiscal information to agencies and organizations as appropriate, and ensuring the overall security of the District's fiscal information. The Fiscal Manager must be BONDABLE.

Under the direction of the Fire Chief, this position assists with the administration, enforcement and execution of the policies and resolutions of the board of trustees.

This is a public service position based on trust and credibility. It is a critical requirement of this position to make responsible decisions and to display the ability to perform in a manner that does not damage or endanger the loss of trust with the Board of Trustees, the public, the Fire Chief, co-workers, and other public safety forces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fiscal Manager shall perform the following duties pursuant to the direction of the Fire Chief or their designee:

General Accounting Practices

1. Develop, maintain, and revise all fiscal data relevant to funds, revenue, grants, appropriations, investments, accounts payable, payroll, chart of accounts, purchase orders and blank certificates, and other fiscal items on a daily basis, or as appropriate, in the District's finance/payroll software.
2. Create and maintain all fiscal reports and records in compliance with the state auditor's requirements and all other federal, state, and local regulations.
3. Prepare all required audit documents, compile fiscal records, and coordinate the District's state audits. Provide results of all fiscal audits to the Board of Trustees.
4. Create annual Notes to the Financial Statements.
5. Create 1099 and W-9 tax forms and maintain the records that contain the corresponding supporting documents for the tax forms.
6. Develop and maintain an effective business relationship with the state and local Auditor's staff, Ohio Local Government Services, and finance/payroll software supplier staff.
7. Perform daily, quarterly, and annual finance/payroll software backups as needed.
8. Perform finance/payroll software updates and conversions as required.
9. Maintain the security of the finance/payroll software.
10. Maintain Fixed Assets Listing.
11. Attend local and state meetings/trainings as it relates to Fiscal Manager job responsibilities.



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12. Review and recommend the implementation of new and innovative technology.
13. Seeks out deficiencies in the District's operations and makes recommendations to improve performance.
14. Continually create positive business relationships with community members and organization to promote the District's services and values.
15. Consult with legal counsel as needed or directed by the Fire Chief.
16. Attend and participate as needed in Board of Trustee and Operational Oversight Committee meetings.

Revenue/Taxes

1. Maintain current and previous tax levy records.
2. Communicate with the county auditor regarding valuations, settlements, and other tax related items as appropriate or required.
3. Provide the required annual fiscal documents (budget, permanent appropriations, etc.) to the County Auditor.
4. Review the County Auditor's settlement sheets to ensure estimated annual revenue is received.
5. Prepare levy resolutions, request valuations, and provide documentation of the same to the County Auditor.
6. Transmit levy resolutions and other required documentation to the Board of Elections as required.

Grants

1. Monitor receipt and disbursement of grant monies.
2. Maintain records of all transactions involving grant monies.
3. Provide documentation and assist with grant audits as appropriate or required.

Budget

1. Assist with budget preparation in conjunction with the Fire Chief.
2. Provide all fiscal data relevant to the development, implementation, and maintenance of the District's budget as needed.
3. Review the Budget versus the permanent appropriations on a monthly and quarterly basis; provide documentation of the comparison to the Fire Chief and the Board of Trustees.
4. In conjunction with the Fire Chief, develop and maintain a long-term capital improvement plan.

Banking

1. Complete deposits or wire transfers as needed.
2. Review the online banking history of the District on a daily basis to review transfers and ensure the accurate recording of standard deposits and tax revenue.
3. Reconcile the monthly checking account statement with the finance/payroll software.
4. In conjunction with the Fire Chief, maintain a safe file that contains the original titles to all District vehicles and any mission critical documentation.
5. Order checks as needed and maintain security of stock.
6. Establish and maintain effective communication with the District's selected banking company.
7. Maintain the documentation of securities for the checking account.
8. Coordinate the banking company selection process from time-to-time to assure the most favorable banking relationship is maintained.
9. Maintain records regarding all banking transactions as required by the State Auditor.

Bids

1. Assist with bid preparation as needed.
2. Advertise bids in accordance with legal requirements.



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- Maintain records regarding bids awarded and unsuccessful bids in accordance with legal requirements.

Payroll

- Process the bi-weekly payroll for all District employees. This includes but is not limited to: verifying hours and time worked (based on data input by the Administrative Assistant), deducting the appropriate leave utilized, calculating the appropriate rate of overtime pay when applicable, computing the required pay differentials, managing all applicable taxes and withholdings, and ensuring valid garnishments are deducted from wages. Ensure all paychecks and/or direct deposits are processed and ensure paychecks are distributed on the appropriate date.
- Reconcile and send deductions from paycheck to any outside agencies and/or vendors.
- Complete monthly and/or quarterly reports for federal, state and local agencies.
- Complete ongoing payroll maintenance activities, such as updating pay rates, pension deductions, dues withholdings, overtime, and updating accrued leave balances, as appropriate.
- Review the year-end payroll reports prior to creating the employees W-2 tax forms and then distribute the W-2 tax forms in accordance with applicable legal requirements. Maintain a record of all activities regarding the processing and distribution of the W2 tax forms.
- Prepare and distribute all other IRS documentation including but not limited to ACA 1094 & 1095 forms.
- Maintain all timekeeping, payroll maintenance, and payroll registers for the fiscal year as required in accordance with federal, state, and local legislation and agency compliance.
- Assist the Administrative Assistant and Human Resource Administrator with entering all pertinent information for employees when hired or upon separation from employment into the payroll and human resource systems.
- Address employee concerns or questions regarding payroll related information.
- Create a pay formula calculation for newly hired employees, for newly enacted contracts, and for service anniversary effective dates.
- Develop, implement, and revise schedules for all lump sum payments included in the collective bargaining agreement for full-time uniformed employees.
- Process leave pay cash-outs for employees who resign or retire in accordance with employee handbook and union contract.
- Ensure the security of all payroll related information.

Pension Fund

- Compile payroll data for monthly pension reporting to the Ohio Police & Fire and the Ohio Public Employees Retirement System pension funds. Transmit the reports and payments to the appropriate entities as required.
- Maintain permanent pension records in accordance with the legal requirements and District's retention schedule.
- Communicate with the pension fund representatives as needed and retain documentation of the communication as appropriate.
- Complete training as appropriate or required.

Accounts Payable

- Process and prepare payments to outside agencies and organizations.
- Process and prepare monthly premium payments for major medical insurance, life insurance, AD&D insurance, dental insurance, vision insurance, and any other benefits offered.
- Pay bond premiums as needed.
- Process and prepare payments for all other Purchase Request forms received.
- Maintain records for all payments issued by the District in accordance with the legal requirements.



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Compliance

1. Ensure District compliance with all applicable resolutions, ordinances, laws, regulations, and statutes regarding the fiscal operations of the District.
2. Compile all fiscal documents related to a valid records request received by the District.
3. If the Fiscal Manager does not believe that a directive given by the Fire Chief regarding the fiscal operations of the District is in accordance with applicable laws and regulations, the Fiscal Manager shall request that the Fire Chief immediately call a meeting with the Board President to review the directive. If the Fire Chief refuses to call the meeting, the Fiscal Manager will contact the Board President directly to request a meeting to review the directive.

General

1. Maintain the District's petty cash account in accordance with all laws and internal policies.
2. Assist with collective bargaining agreement negotiations as needed or requested.
3. Implement all revisions of the collective bargaining agreement, pertaining to wages and benefits of employees, as specified by the agreement.
4. Maintain documentation of all activities related to the fiscal operations of the District in accordance with legal requirements.
5. Complete BWC audit of annual incomes as requested.
6. Request, renew, and maintain original bonds for all District officials.
7. Update annual wage increases with the life and AD&D insurance companies.
8. Provide reports and information on fiscal data to the fire chief as requested or appropriate.
9. Provide the Board with monthly, quarterly, and annual fiscal reports. Provide supplemental documentation for Board meeting packets and agendas as requested.
10. Assist with the development, implementation, and maintenance of internal policies regarding the fiscal operations of the District.
11. Assist the Fire Chief with any matters involving the fiscal operations of the District.
12. Stay apprised of current and potential legal requirements regarding the fiscal operations of the District.
13. Attend internal or external meetings or trainings, as appropriate or required.
14. Supervise subordinate employees (if applicable), either directly or indirectly, to ensure compliance with District policies, procedures, laws and regulations, and standard operating practices.
15. Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- A minimum of a bachelor's degree or equivalent work experience in Finance, Business Administration, Accounting, or related field required; and
- Five years of experience in finance and/or accounting in roles involving strategic, complex, and critical decision-making discretion and accountability; and
- Five years of experience managing financial operations or business operations; and
- Comprehensive understanding of local governmental budgeting, funding, and bonding; and



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- Experience in public sector accounting and finance preferred, but not required; and
- Familiarity or knowledge of the fire service preferred, but not required; and
- Possess a valid driver's license; and
- Ability to be bonded.

ESSENTIAL FUNCTIONS

- Ability to read and write fluently in the English Language; and
- Ability to communicate effectively both verbally and written; and
- Advanced mathematical skills including but not limited to addition, subtraction, multiplication, and division; and
- Attention to details, good organizational and time management skills; and
- Ability to define problems, collect data, establish facts, and draw valid conclusions, to make educated recommendations and decisions; and
- Ability to manage multiple projects with varied deadlines and prioritize work assignments in an organized, quality, and timely manner; and
- Works well with others or independently; and
- Proficient with Microsoft Office Suite (Outlook, Word, Excel) to keep accurate and organized records and able to produce reports in a timely manner; and
- Ability to operate various office equipment, including but not limited to a: copy machine, fax machine, postage meter, and various computer software; and
- Understands the importance of and can maintain confidentiality; and
- Is punctual and has reliable attendance; and
- Able to fulfill the physical demands of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works in an indoor office space. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise



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levels may be loud. The temperature is typically moderate and does not fluctuate often. This position requires a large amount of data input and manipulation on a computer terminal.

SELECTION GUIDELINES

Process may include, but not be limited to the following: oral interview; medical examination (including drug test), and background check.

OTHER PERTINENT INFORMATION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.