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Section: Rules and Regulations	Number: 324
Approval	Issued Date: <b>01-2021</b>
Subject: Administrative Officer	Originator: <b>Administrative Deputy Chief</b>

Position Title: Administrative Officer  
 Schedule: 40 hours per week  
 Functional Area: Front Office  
 Supervisor: Deputy Chief of Administration

### Scope

The Administrative Officer manages the accounting, financial, human resources and information technology functions and supervises the office staff.

### Purpose

Administrative Officer is responsible for independently administering assigned administrative services functions and programs; demonstrating independent judgment in selecting methods and techniques for obtaining solutions; and serves as a professional-level resource for human resources, accounting, budgetary, purchasing, office management and administrative service programs.

### Position Summary

- Monitors and maintains full and accurate general ledger and overall accounting/financial reporting system/process/function. Prepares regular and periodic reports for staff and Board. Ensures compliance with relevant statutes, policies and procedures and generally accepted accounting principles. Adjust general ledger as necessary to correct errors.
- Reviews transactional data and account detail on a test and regular basis. Prepares monthly and year end closing entries. Reconciles and closes "books" monthly and annually and reviews various reports.
- Prepares and distributes board agendas and packets and advertises meetings. Manages the records and the flow of documents to and from the Board. Coordinates public hearings as necessary in compliance with applicable open meeting laws and requirements.
- Prepares monthly financial statements and reports for the Board. Provides financial and accounting advice, direction and recommendations to staff, Chiefs and Board.
- Establishes, maintains and reviews internal controls.
- Assembles special studies, conducts analysis and prepares reports as requested by the Board and the Chiefs to aid in alternatives, evaluations, decisions, and policy-making functions.
- Supervises the payroll and accounts payable function. Supervises the accounts receivable function.
- Assists with procurement, bid openings and tabulations. Prepares and monitors contracts with vendors.
- Prepares, oversees, reviews, and suggests updates to administrative policies and procedures. Maintains current policies and procedures.
- Supervises and monitors annual financial statement audit, worker's compensation audit and other compliance audits as necessary. Also coordinates, prepares, documents and requests information for various audits.

- Coordinates and prepares the annual budget and periodic budget amendments. With Chiefs, recommends an annual budget to the Board, and revises as necessary.
- Monitors receipts and expenditures of funds and advises staff and the Board as to the status of the budget.
- Maintains District agreements, contracts, and grants.
- Accounts for federal and state grants and maintains accounting records and contract files for related projects.
- Supervises the office staff - delegates work, trains, counsels, evaluates, and administers disciplinary actions as required.
- Manages the information technology function including hardware and software issues. Supports District staff and serves as liaison to the contracted IT consultants.
- Responsible for the human resources function including employee benefits, salaries and wages, mandatory reporting and programs, personnel files and interaction with service and program providers.
- Maintains fingerprinting processes and program oversight.
- Coordinates damage claim process internally and with insurance carrier and/or assigned legal counsel. Researches, assembles, and transmits records, documents and correspondence to appropriate parties.
- Responsible for overall records retention/disposal.
- Attends seminars, conventions, and meetings, and may represent the District in dealing with a wide variety of governmental and public bodies and trade associations.
- Acts as the District's Freedom of Information Act (FOIA) Coordinator. Compiles information and prepares draft responses to requests for information under the FOIA.
- Stays up to date on current events, politics and law changes that may impact the District.

## **Qualifications**

### **Preferred:**

- Bachelor's Degree in accounting, finance, business administration or related field.
- Three (3) years' experience supervising staff.
- Experience working for a Fire District to include an understanding of roles associated with fire boards, budgeting and required reporting needs.

### **Minimum:**

- Three (3) years of related field experience.
- Some experience supervising staff.
- Ability to prepare and maintain accurate financial and other records, correspondence, and reports, while in a management role.
- Advanced skill in the use of office equipment and technology, including Microsoft Suite applications and QuickBooks.
- A willingness to work in a team environment while working cooperatively with other employees, appointed officials, and the public.