

****To apply, please submit your cover letter and resume to:**
HumanResources@pflugervillefire.org.

Assistant Finance Director Job Description

Position Purpose: Under general guidance from the Finance Director, assist with the financial activities of the district which include controlling finances, fund accounting, treasury operations, pre-auditing, financial reporting, forecasting, budget preparation, debt management, grant development & management, services billing, and customer service.

Essential Duties, Functions and Responsibilities:

Duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

- Assists with all services related to financial activities across the District and associated policies and procedures.
- Assists with the development and implementation of Section goals, objectives, policies and priorities.
- Assists with maintaining the general ledger and subsidiary ledgers for the District, including cash receipts, fixed assets, cash disbursements, payroll disbursements, accounts receivable.
- Assists with District treasury management and investment activities to ensure adequate liquidity for payment of accounts payable, payroll and other obligations incurred while maximizing the District's yield on investment and ensuring the safety of investment principal.
- Assists with the District's credit card program to ensure efficiency and accountability.
- Assists with the preparation of the District's annual budget, administration of the budget after adoption by the Board of Commissioners, and provides budget monitoring, reporting and analysis on an ongoing basis.
- Assists with the District's annual financial audit, including preparation of interim audit items and final yearly audit;
- Assists with receipt, banking, transferring, and investments of District funds; reviews and reports on matters with a financial impact on the District.
- Assists with direct services billing and cash collections; confers with billing company representative on matters of customer inquiries and complaints; assists with proper cash handling and accounting internal control procedures.
- Assists with the preparation and ensures timely submittal of all required financial data and reports to State and Federal government agencies. Ensures appropriate finance and accounting records are maintained in accordance with GASB, State and Federal requirements.
- Assists with (and may lead) the development, administration and management of grant applications, receipt of grant funds and reports in support of District operations.
- Assists with capital asset accounting transactions.
- Participates in meetings with citizens, appointed officials, and committees on financial and accounting matters of the District as required.

- Performs related duties and responsibilities as required.

Responsibilities - Supervisor and/or Leadership Exercised: Provides leadership, reviews and approves the work of others, and provides training and guidance to others. May fill in for Finance Director in their absence.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of generally accepted accounting principles (GAAP) .
- Knowledge of generally accepted GASB standards and municipal accounting operations.
- Knowledge of generally accepted audit standards (GAAS).
- Knowledge of modern principles of Fixed Asset accounting.
- Knowledge of principles, practices and trends of general and municipal fund accounting, finance and auditing.
- Knowledge of principles and practices of budget preparation and administration.
- Knowledge of principles and procedures for developing goals, objectives and management plans.
- Knowledge of principles of management, supervision, training and performance evaluation.
- Knowledge of pertinent Federal, State and Local laws, codes, regulations.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of methods and practices of financial and statistical record keeping and reporting.
- Knowledge of computer applications as they relate to assigned areas.
- Knowledge of modern office procedures, methods and equipment.
- Knowledge of basic local government practices and operations.
- Skill to possess strong analytical, organizational and computer skills.
- Skill to operate office equipment.
- Skill to present good interpersonal and communication skills.
- Skill to self-motivate, create and function effectively in an independent situation.
- Skill to organize and manage multiple actions and priorities simultaneously.
- Skill to cope with stressful situations.
- Skill to be accurate, efficient and courteous towards the public and other District employees.
- Ability to manage services, activities and programs of the finance section and related activities.
- Ability to solve problems both short-term and long-term.
- Ability to train, supervise, direct and motivate personnel.
- Ability to estimate tax and other revenues as directed.
- Ability to read, research, analyze, interpret and develop proper and reasonable conclusions and responses to often complex business, technical and legal documents.

- Ability to develop plans, goals and objectives to improve Section services.
- Ability to supervise the preparation and processing of accounts payable and accounts receivable.
- Ability to establish and maintain effective working relationships with District employees.

Minimum Qualifications:

- *Qualified Candidates must have a bachelor's degree in Accounting from an accredited college or university OR a bachelor's degree in any discipline and an active CPA license in good standing.*
- Four years of experience in government fund accounting, one year of which includes lead or supervisory experience.
- A strong command of spreadsheet operations and preparation.
- Strong ability to operate within a customer & employee focused support division.

Licenses & Certifications Required:

Certified Government Finance Officer, Certified Public Finance Officer or Certified Public Accountant preferred but not required.

Maintain a valid Texas driver's license with satisfactory driving record.

Physical Demands:

Environmental Conditions:

The employee works in office conditions (office environment; exposure to computer screens). Occasional driving is required to attend meetings at various District facilities, meeting sites, and public and private events.

Physical Conditions:

The employee must be able to meet the physical requirements of the job and have mobility, vision, and hearing and dexterity levels appropriate to perform the required duties. The employee is regularly required to sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. The employee is regularly required to sit for prolonged periods of time. The employee occasionally lifts and carries items weighing up to 35 pounds.

Hours of Work:

This is a full-time **in-office** position for a minimum 40-hour week. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

Travel:

No regular travel is required. Periodic travel for training or conference attendance may be necessary.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The Fair Credit Reporting Act (FCRA) requires that Travis County Emergency Services District No. 2 disclose to you that it may obtain a consumer or investigative consumer report as part of its determination of your eligibility for employment and, after your initial employment, your suitability for continued employment. A "consumer report" provides background information on such matters as your criminal history, education, and licenses. A particular type of consumer report known as an "investigative consumer report" provides factual information of the type discussed above but is obtained through interviews with people who have knowledge about you. The FCRA ensures that individuals (1) are aware that certain reports about them may be used for employment purposes and agree to such use, and (2) are notified promptly if such a report may result in a negative employment decision.