



Job Description: Finance and Administration Manager

Approved:

Date: 6/27/2024

The Finance and Administration Manager is responsible for all aspects of the financial management and administration of the Agency. The Finance and Administration Manager is expected to provide sound financial advice and effective financial management as well as manage the administrative functions of the Agency. This is a full-time, exempt (salaried) position and reports to and works closely with the Director/ Chief.

Responsibilities

General

- Provides executive-level administrative and financial management support to the Director.
- Maintains the operational effectiveness of the main office.
- Provides general administrative support to senior staff.
- Supervises Administrative Assistants, "light-duty" personnel, or any other persons performing administrative support roles as assigned by the Director.
- Liaises with other County departments and their personnel to perform the functions and responsibilities of this position.

Financial Management

- Oversees all financial aspects of the Agency including but not limited to the ambulance transport billing, ambulance fee, and general operating budget.
- Establishes effective accounting and bookkeeping systems and procedures and oversees accounting services.
- Establishes and implements internal controls and administrative systems, policies and procedures that follow GAAP.
- Ensures that the Agency's day-to-day operational activities are efficient and effective, and in line with approved strategic initiatives and budgetary allocations.
- Manages accounts payable, accounts receivable, purchasing, donation processing and receipting, payroll, and ambulance fee and transport billing and collection.
- Maintains parallel records of income and expenditure in financial database.
- Ensures adequate cash flow for the organization's requirements and prepares requests for funds as needed.
- Prepares and presents quarterly and yearly financial budget and cash flow forecasts and works with the director to actively monitor and understand budget variances.



- Manages bank accounts and monitors reconciliation and transactions including wire transfers, credit cards, and keeps track of signing authorities.
- Prepares documents as necessary for annual audit as support to the County Finance Director.
- Manages the Agency's P-Card program, in accordance with the County's policies, procedures and applicable laws.
- Receives, processes, assembles, and submits volunteer fire companies' documentation required to receive County funding, working with individual companies to verify that all documentation is present.
- Manages the day-to-day operations of the ambulance fee office including but not limited to the property/owner database, billing preparation, invoice procurement and distribution, and fee collection.

Governance Support

- Works with the Director to proactively mitigate financial risks to the Agency and the County Commission.
- Ensures that activities and policies meet County policies and directions as well as State and Federal legislative requirements.
- Recommends, to the Director, policies and procedures in areas encompassing finance and accounting, privacy, IT, and compensation.
- Ensures reporting obligations to the Federal, State, and local governments.

Administration

- Maintains basic administrative systems for the Agency including information resources, general filing, electronic filing, personnel records, contracts and leases, subscriptions, insurance, etc.
- Coordinates with the IT department regarding effective development and administration of IT systems, such as databases, email, cloud filing, back-up and online communications tools including websites and other web/video/audio conferencing systems

Grants Management

- Performs grant administration including preparation, submission, contracting, fund distribution, and reporting requirements



QUALIFICATIONS

Experience

- Minimum 3 years prior supervisory experience
- Minimum 5 years prior experience in financial management

Academic

- Degree in business management, accounting, finance, or related field is preferred

Expertise & Skills

- Knowledge, skills, and experience in general office duties and responsibilities
- Knowledge of financial and accounting laws and regulations
- Knowledge and experience in applying accounting procedures and protocols in budget administration and financial forecasting, analysis, and reporting
- Excellent organizational skills and demonstrated ability to create and implement new systems that keep the Agency running smoothly, while also accounting for differing work styles and remote locations of staff.
- Strong management experience
- Excellent written and oral communication, presentation, and negotiation skills
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making, and critical thinking skills.
- Proficiency with computerized financial systems, such as accounting programs, databases, payment processing, excel spreadsheets, and payroll services
- Ability to work remotely, with little supervision, and to meet deadlines comfortably
- Fluency in the English spoken and written language
- Experience in scheduling and organizing events
- Flexibility, adaptability, and willingness to take on a wide range of tasks
- Ability to handle confidential matters

Assets

- Experience in emergency management/services
- Proficiency in Tyler/Munis accounting systems
- Knowledge of HIPPA requirements

Additional Position Attributes

- **Status:** Exempt (salaried), full-time 40hrs per week
- **Compensation:** Grade 6 (\$57,504 - \$92,006 in FY25), starting wage commensurate with knowledge and experience. Pay increases, when budgeted by the Commission, are provided through a yearly merit based evaluation program and/or a COLA.



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- **Location and Hours of Work:** Generally, the Finance and Administrative Manager is expected to work at the Agency's main office during normal office hours, Monday through Friday. However, schedule adjustments are expected to accommodate meetings, events, and special projects. Intermittent remote work options may exist at the discretion of the Director and in compliance with County policies.