



Finance Clerk

Reports to: Deputy Chief

Supervises: N/A

FLSA: Non-Exempt

11.6(a) General Description:

The Finance Clerk shall perform such duties as financial, personnel and District record keeping; payroll; accounts payable; generalized accounting and financial forecasting; assist in coordination of Board meetings and minutes; prepare reports. The above listed responsibilities are not exclusive, and he/she may be assigned various other duties and responsibilities as deemed necessary. Work requires the application of independent judgment and sound decision-making ability. The Finance Clerk must be able to communicate clearly and effectively in both written and verbal forms. The Finance Clerk works independently under general supervision and under direct supervision in the event of special or unique assignments.

11.6(b) Responsibilities:

- A. Prepares/distributes payroll, to include the calculation and payment of proper retirement contributions, payroll taxes, and deductions as required.
- B. Prepares required tax returns and other federal tax and other required regulatory reports, (IE: Quarterly 941 and State UCT6).
- C. Prepares monthly payroll related reports (IE: FRS, Overtime, Sick Time, Vacation, Re-employment, Firefighters Supplemental, etc.).
- D. Processes all approved Purchase Orders for each approved request and disburses appropriately.
- E. Prepares, assigns and processes the payment of bills and ensures proper posting to ledger and journal accounts.
- F. Prepares and maintains receivables, petty cash and deposits.
- G. Maintains balanced accounting books and performs reconciliation of bank statements for all financial accounts.
- H. Prepares and submits appropriate documentation for reimbursement to the District for emergency services, FEMA, False Alarms, USAR, and other billings.
- I. Responsible for management, coordination, and oversight of fixed asset recording.
- J. Assists external auditors by providing necessary schedules, reports and other required documentation as prescribed by the annual audit. Prepares, reviews, accumulates and assembles data required for the annual audit.
- K. Performs all accounting transactions according to established fiscal guidelines and procedures.
- L. Assists the Fire Chief in the financial and administrative management of the District according to Florida Statutes and accepted accounting practices.
- M. Immediately notifies his/her immediate supervisor of any inconsistencies with accounting, payroll, income, or disbursements, and reports any unauthorized charges



- or unusual accounting activities
- N. Assists with development and recommendation of procedures, techniques and forms for use in preparation, coordination and management of the department's financial and administrative processes.
 - O. Assist as back-up for the Administrative Assistant.
 - P. Assists Fire Prevention with administrative responsibilities.
 - Q. Maintains initiative, ambition and an ability to work independently of others in his/her responsibilities. Shall be capable of starting, coordinating and organizing a number of simultaneous projects. Work requires the ability to independently research and compose correspondence and reports as assigned.
 - R. Performs other duties as assigned.
 - S. This position shall be an at will position.

11.6(c) Qualifications:

- A. Education:
 - Preferred: A.S. Degree in Accounting or Business or (3) three years of job-related experience.
- B. Training:
 - Microsoft Great Plains Classes
- C. Advanced proficiency in Microsoft Office Suite and other required programs and systems.
- D. Knowledge of Generally Accepted Accounting Principles.
- E. Ability to be a Florida Notary.
- F. Shall maintain a valid Florida Driver's license.
- G. Ability to understand, write, and speak English clearly.
- H. Knowledge of modern office procedures, methods, and equipment.
- I. Must be of good moral character as determined by a thorough background check, with no prior felony convictions.