



WASATCH FIRE DISTRICT

POSITION DESCRIPTION

Deputy Chief Financial Officer

Position Title: Deputy Chief Financial Officer
Division: Administrative
Reports to: Fire Chief
Supervises: None
Status: Full Time/ Hourly /Non-Exempt
Standard Shift: 4/10's
Pay Grade: C7 (\$113,770.00 - \$152,890) DOQ

GENERAL PURPOSE

This position includes responsible administrative and managerial work in administration of the financial accounting operations for the District. Work involves budget preparation, analysis and administration under the direct supervision of the Fire Chief in collaboration with Chief Financial Officer (CFO) (Contracted Position).

SUPERVISION RECEIVED

Reports directly to the Fire Chief and works under the general guidance of the CFO.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Preparation of financial reports such as financial statements and budget performance.
- Ensure compliance with applicable standards (i.e., GAAP, GASB), rules, regulations, and systems of internal control.
- Reconciling a variety of accounts and funds.
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Identify areas for improvement, implement improvements to processes and investigate any accounting irregularities.
- Function as the primary point of contact for auditor requests.
- Handle sensitive information in a confidential manner.
- Utilize math skills to analyze key financial data.
- Prepare financial reports on a determined schedule.
- Present financial reports and estimates to decision makers within the organization.
- Utilize technical skills to create charts and graphs for visual understanding.
- Provide solutions to accounting issues as they arise.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in accounting, finance, or a related field, or an equivalent combination of education, training, and experience.



WASATCH FIRE DISTRICT POSITION DESCRIPTION *Deputy Chief Financial Officer*

Desired:

Master's degree in accounting, finance, business, or related fields.

Certified Public Accountant (CPA), or

Certified Public Finance Officer (CPFO)*, or

Certified Government Finance Manager (CGFM).

**if not, willing to obtain in 2 years of hire*

Experience:

Minimum of five (5) years of related experience in accounting and finance.

Experience with special districts; fire districts, municipal, county or state governments. (preferred)

Notary of the Public preferred or within 6 months of hire.

Equivalent combinations of related education and experience will be considered.

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills to communicate effectively across the organization.
- Highly detail oriented, with strong analytical and critical thinking skills
- Thorough knowledge of general ledger accounting and account reconciliation.
- Critical math skills and a proven ability to do difficult calculations.
- Strong familiarity with productivity tools such as Microsoft Office Suite.
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft office applications.
- Prior experience using database tools and spreadsheet software such as MySQL and Excel.
- Experience with accounting software – Caselle experience preferred.
- Excellent written and verbal communication
- Ethical practice.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to listen and ascertain the needs of the district.
- Work as a team member with other support staff to ensure smooth operation of day-to-day business within the district.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid Utah State driver's license. Said license must be maintained and kept valid and current throughout employment.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Must be bondable and meet insurability requirements of district insurance carrier.

SELECTION GUIDELINES

May include any or all of the following: Formal application, review of education and experience; written examination and assessment center; personal interview; background/driver's license verification and check; hiring list; offer of employment; post offer physical examination including drug screen.



WASATCH FIRE DISTRICT POSITION DESCRIPTION *Deputy Chief Financial Officer*

TOOLS AND EQUIPMENT USED

District computer, calculator, telephone, printers, scanners, tape recorder, photo and video equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member is occasionally asked to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the member works primarily in a climate-controlled office setting. The noise level in the work environment is usually moderately quiet in the office setting.

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 if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change. Wasatch Fire District is an equal opportunity employer and maintains a drug and alcohol-free environment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____