

BONITA SPRINGS

Fire Control and Rescue District



Position	<i>Finance Coordinator</i>	Department	<i>Administration</i>
Reports to	Administrative-Finance Director	Supervisor to	None
Effective date	February 2020	Revision date	October 2019
Pay Grade	14	FLSA Status	Non-Exempt
Union	None	Pension	Civilian

Purpose of Finance Coordinator:

The purpose of the position is to provide clerical and accounting support to District. The class works within a general outline of work to be performed, and develops work methods and sequences under general supervision according to established, well-defined guidelines and procedures. This position works independently under general supervision in areas of routine procedures, and under direct supervision in the event of special or unique assignments. The position has greater variety and higher complexity of duties assigned the necessity to exercise judgment on non-routine matters, and the ability to perform complex tasks within generally defined procedures. The work involves the application of independent judgment and knowledge of departmental procedures, regulations, and district policies; accuracy and completeness of work is essential. The work requires the exercise of mature judgment and thorough knowledge of major divisional relationships, divisional programs, and goals; other responsibilities include coordination and resolution of a variety of work assignments, and effective consultation and communication with the public and all levels of district personnel to maintain effective and efficient departmental operations. Work is evaluated by observation of results obtained and is reviewed by oral and written reports and conferences with supervisor.

Pre-Qualifications for Finance Coordinator:

The requirements listed below are representative of the education, experience, and knowledge required for the position.

Education and Experience	Advanced level computer experience; ie. Excel, Word, Power Point, Outlook, Internet, Publisher, Adobe/Acrobat
	Bachelor's Degree in related field of study
	Three years of administrative experience in related work environments, including specific vocational experience with the District or related functional class.
Licenses	Valid Florida Driver's License

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Physical Requirements of Finance Coordinator:

The Finance Coordinator is required to remain in a stationary position at a workstation for extended periods of time, with the occasional need to traverse or position their-self to access office machinery or cabinets; as well as occasionally moving, transporting, or positioning objects weighing up to 20 pounds; and occasionally operating district vehicles.

Mental Requirements of Finance Coordinator:

The Finance Coordinator is required to complete routine work, follow procedures, and use critical thinking to solve problems which requires intensive understanding of a restricted field and complete familiarity with the functions of the District. There will be exposure to unusual pressure and stressors while performing clerical, manual, or technical tasks prescribed by standard practices. Tasks may require computation, the use of several procedures, and the use of independent judgments with obvious choices. Intense attention is required, with periods of high-concentration for accurate results.

Essential Functions Disclosure for Finance Coordinator:

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

Environmental Exposures of Finance Coordinator:

The Finance Coordinator works in a fast-paced office setting with frequent interruptions. A need to assist a diverse group of customers, co-workers, and superiors is required. Work may be performed in meeting rooms within District premises or within the Community. There may be the occasional need to pick up or deliver objects/items. There may be the occasional variance in noise level ranging from quiet to loud tonal noises. There are no predetermined hazards.

ADA Compliance Disclosure for Finance Coordinator:

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

Description Disclosure for Finance Coordinator:

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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General Responsibilities of Finance Coordinator:

The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Provides back-up coverage for Receptionist tasks; specifically, but not limited to, lobby and phone coverage.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Type correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

General Knowledge Requirements for Finance Coordinator:

The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Finance Coordinator shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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Essential Responsibilities of Finance Coordinator:

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Prepares and maintains payroll, accounts payable, and accounts receivable for the District.

Accounts Payable:

Reconciles charges with approved limits or constraints.

Verifies department checks, initiating corrective action with appropriate department.

Compares invoices against purchase orders, researches discrepancies, and preforms data entry for payment.

Prepares vendor payments.

Investigates problems that vendors or purchasing agents have with obtaining payment.

Prepares or collects purchase orders for various district-related purchases.

Accounts Receivable:

Prepares bank deposits, by properly documenting and substantiating revenue collections.

Prepares billing invoices for various services.

Payroll:

Reviews payroll documentation for completeness, performs data entry for payroll.

Processes documentation for distribution to employees and documentation retention.

Maintains subsidiary ledger for paid personal leave for all employees.

Maintains summary documentation of payroll related items such as insurance deductions, retirement contributions, union dues, child support, and pay incentives, etc.

Performs data entry for payroll related employee status changes.

Routinely reconciles summary documentation to reports generated from the payroll process to assure accuracy.

Prepares quarterly payroll reports.

Budget:

Collects and analyzes budget information.

Assists in preparing budget material.

Reconciles charges and commitments with approved limits or constraints.

Develops and recommends procedures, techniques and forms to be used in preparation, coordination and management of the District's budgetary process.

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Audit:

Participates in the annual Audit of the District's financial operation.

Assists in preparing financial statement and statistical reports.

General Ledger and Administrative Duties:

Records accounting journal entries.

Prepares and submits financial reports to supervisor for review.

Assists with physical inventory, disposal of assets, and data entry for all capital assets.

Reconciles general ledger accounts to various subsidiary ledgers and bank statements.

Compiles and sorts documents, such as invoices, checks, and various correspondence substantiating business transactions.

Summarizes accounting records from financial information needed for management decisions.

Assists in preparing financial information requests for the Fire Board.

Maintains and records petty cash.

Maintains a subsidiary ledger for retirement contributions and performs a quarterly reconciliation to system generated reports used for annual reporting to the State.

Essential Skill Requirements for Finance Coordinator:

The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Finance Coordinator shall have an appropriate level of skill in these requirements upon hiring.

Serves the public, our customers, professionally, and timely.

Multi-tasks, follows orders, technical instructions, and procedures as directed by a supervisor, while prioritizing multiple assignments and tasks is required on a daily, weekly, and/or monthly basis.

Interfaces and communicates well, both verbally and written, with all departments and support personnel.

Maintains a high level of confidentiality is required when handling confidential issues and materials.

Performs special projects as assigned.

Performs computer related functions, ie. email, word processing, data entry, and troubleshooting is required in programs applicable to the position.

Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

Performs data entry for various adjustments to all finance-related records.

Files documents proficiently with numeral and alphabetical sequences.