



SOUTHERN MARIN FIRE DISTRICT FINANCE MANAGER



WWW.SMFD.ORG/CAREERS
(415) 388 8182





THE FIRE DISTRICT

The Southern Marin Fire District (SMFD) invites you to apply for a rewarding and satisfying career in public service as a Finance Manager.

Join a public safety Special District that prides itself on being an integral part of the community. We are dedicated to protecting and providing for life safety, environmental protection and property conservation through education, hazard reduction and emergency response.

The Southern Marin Fire District serves the communities of Sausalito, Tamalpais Valley, Almonte, Homestead Valley, Alto, Strawberry, approximately 1/4 of the Town of Tiburon, the City of Mill Valley, Fort Baker and the Marin Headlands. The District covers over 25.3 square miles, a population of approximately 41,576 and over 20,500 homes and commercial properties. Each of our zones are protected by one Type I engine with each of the zones cross-staffing at least one specialty piece of equipment such as an Ambulance, Ladder Truck, Rescue, Fire Boat, Jet Skis, Inflatable Rescue Boat, and Type 3 Engine.



OUR VISION

Advancing all-risk emergency services through professionalism, cutting-edge innovation, and partnerships – strengthening safety, trust, and resilience for thriving communities.

OUR MISSION

The Southern Marin Fire District protects life, property, and the environment through stewardship and all-risk emergency services. Committed to excellence and collaboration, we ensure community resilience and safety with trust, integrity, and compassion.

OUR CORE VALUES

We live these values every shift, every call, every interaction:

Uphold Integrity and Accountability

Demonstrate Courage

Lead with Humility

Serve with a Compassionate Heart

Champion Well-Being

Be a Pillar of Dependability

Give Relentless Effort

Embrace Stewardship

IDEAL CANDIDATE



FINANCE MANAGER

Under direction from the Deputy Fire Chief of Personnel and Administration, participate in and supervise the activities and operations of the Finance Division to include Accounting, Accounts Payable, Accounts Receivable, Investments and Payroll operations; supervise lower-level financial staff, and provide highly responsible and complex administrative support to the Deputy Fire Chief of Personnel and Administration and Fire Chief.

JOB DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform a full range of professional accounting work in accordance with Generally Accepted Accounting Principles (GAAP).
- Manage the planning, prioritizing, assigning, overseeing, and approval of the payroll, and oversee all data entry functions and ensure correct department coding and data input.
- Maintain the District's general ledger by preparing and posting journal entries; analyze and reconcile accounts.
- Manage professional accounting duties and ensure District compliance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards,
- Review and reconcile bank records from multiple accounts; prepare appropriate journal and general ledger entries.
- Manage the daily cash flow of the District; prepare monthly bank reconciliations; reconcile investment statements.
- Prepare financial reports and related information for reporting to regulatory agencies.
- Prepare monthly financial reports and finance report for Board and Committee meetings.
- Lead the District's budget process, prepare revenue and expense projections as needed, answer questions from program managers on budget preparation issues; post annual budget into the general ledger and make adjusting entries as needed.
- Initiate bank transfers for bimonthly payroll and weekly accounts payable expenditures.
- Complete accounts receivable, accounts payable, bank deposits, fee collection, grants receivable and collections, financial reporting and other financial functions.
- Prepare audit schedules, gather information and assist external auditors with audit requests.
- Respond to requests for information and advise the District, and other governmental agencies and when requested the public on District financial and accounting practices, policies, procedures and data.
- Maintain records and prepare a variety of reports to ensure reimbursement to the District of funds due from other governmental agencies, private organizations and the public.
- Review quarterly and annual payroll tax returns and reconcile them to the general ledger.
- Maintain accurate fixed asset records for all assets and assist with the fiscal year-end and fixed asset accounting.
- Coordinate financial and accounting activities with departments and answer questions from staff regarding revenues/receipts and expenses/expenditures.
- Prepare 1099 statements and other reporting documentation related to payables.
- Perform other general accounting duties as assigned.

REQUIREMENTS

EDUCATION & WORK EXPERIENCE

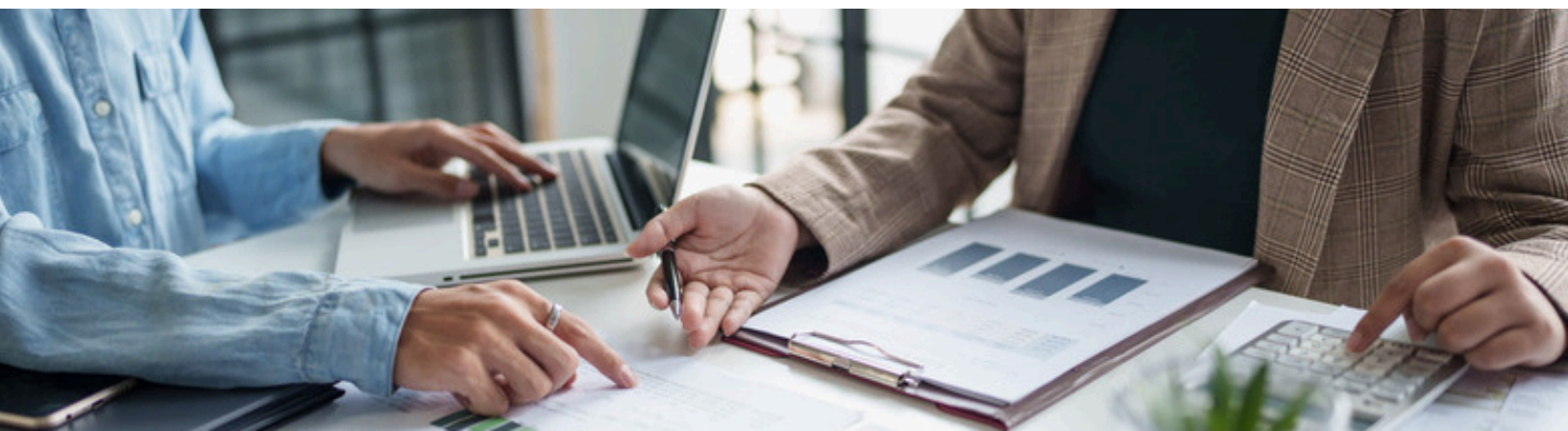
- Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration or related field. Master's Degree preferred.
- Ten years of increasingly responsible experience in maintaining financial records and preparing financial statements, preferably in governmental accounting, including five (5) years of progressive supervisory experience, preferably in the public sector or a government agency.
- The District reserves the right to evaluate and consider, at its discretion, combinations of education and work experience that tend to indicate an applicant possesses the skills, knowledge and abilities listed here.

Desirable Certifications:

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certificate.

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, auditing and reporting functions as well as Generally Accepted Accounting Principles (GAAP).
- Principles and practices of public budget development, administration and accountability.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Principles and practices of auditing and financial control.
- Applicable laws, codes and regulations.
- Standard office practices and procedures, methods and equipment.
- Microsoft Office applications including Excel, Word and Google Suite



REQUIREMENTS

EDUCATION & WORK EXPERIENCE

Skills and Ability to:

- Maintain accurate financial records and prepare clear and precise reports for informational, auditing and operational use.
- Understand, interpret, explain and comply with laws, regulations and policies governing fiscal operations.
- Analyze fiscal data and draw logical conclusions.
- Make accurate financial and statistical calculations.
- Organize own work, set priorities and meet critical deadlines.
- Identify and resolve problems relating to fiscal and/or administrative operations.
- Communicate effectively both verbally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish and maintain cooperative working and customer service relationships.
- Use all types of automated accounting systems
- Prepare and understand public agency budgets.



REQUIREMENTS continued

SUPPLEMENTAL INFORMATION

Physical Demands:

Essential functions may require maintaining physical condition necessary for standing, walking, bending, climbing or crouching; strength to lift up to 25 pounds.

Disclaimer Notice:

The job duties, elements, responsibilities, skills, and functions listed on this job description are representative only, and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise the job description as necessary.



COMPENSTATION & BENEFITS



SALARY RANGES

- Annual Salary Range: \$178,596.39 – \$196,902.59 DOQ

BENEFITS

Southern Marin Fire District offers a generous Benefits Package including:

- Comprehensive medical, dental and vision benefits. Health care plans provided by: Kaiser L, Kaiser S, and Teamsters Anthem Blue Cross.
- Dental Insurance provided by Delta Dental with premium costs paid by the District. Plan covers all employees and their dependents.
- Vision Insurance provided by VSP with premium costs paid by the District. Plan covers all employees and their dependents.
- LTC, LTD, Life and AD&D insurance are also included.
- Other District paid benefits include: EAP, BCN, RHS (District contributes 2% of base salary) and Deferred Compensation.
- Southern Marin Fire District participates in the Marin County Employees' Retirement Association (MCERA).

WORK SCHEDULE

- On-site. Monday – Friday, 8 am – 5 pm (some evening hours for board meetings; with one day remote possible).

APPLICATION PROCESS & INFORMATION

Applicants will be evaluated based on relevant training and experience. The process will include interviews and an efficiency test. Successful candidates will be placed on the eligibility list. A background investigation including LIVESCAN fingerprinting is required. All appointments are subject to a successful completion of a pre-placement physical examination which includes a drug screen. Applicants will be required to submit verification of the legal right to work in the United States. All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at time of hire.

HOW TO APPLY

Interested applicants who meet the minimum qualifications must submit the following:

- Non-Safety Employment Application
- Detailed Resume
- Cover Letter

Employment applications are available on the SMFD.org:
www.smfd.org/careers

Email or Mail is acceptable addressed to:

Southern Marin Fire District

Human Resources Manager: Susan Paterson

spaterson@smfd.org

28 Liberty Ship Way, Suite 2800

Sausalito, CA 94965

Applications must be submitted by 12 Noon, Friday, May 1

Incomplete applications will not be considered.

Southern Marin Fire District is an Equal Opportunity Employer.

