

# North Highline Fire District

## DUTIES & QUALIFICATIONS – FINANCIAL ADMINISTRATOR/BOARD SECRETARY

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**Objective:** to ensure the overall administrative management of the District including financial, payroll, human resources, policies and procedures as well as all office and administrative functions. This position also serves as Secretary to the Board of Fire Commissioners.

### Responsibilities:

#### Area #1 – All financial functions of the district

- Responsible that the district's BARS system is up to date and in compliance with King County Comptroller and State Auditor's requirements including inputting all transactions and providing reports as needed.
- Responsible for all financial functions of the district including but not limited to: acting as the District Auditing Officer, preparing and managing budgets, preparing and submitting annual reports, preparing tax levy resolutions for submission to King County, invoicing for district contracts, preparing payroll, managing employee benefit payments and preparing and printing all financial reports needed.
- Responsible for facilitating, administering and managing all aspects of the fire benefit charge.
- Responsible for all aspects of obtaining, managing and reporting for district bonds as required by law.

#### Area #2 – Responsible for the administrative functions of Human Resources including employee benefits

- Prepare new employee packets, review District's benefit plans with newly hired employees, process all change requests for payroll and benefits, and timely distribute all notices and benefit related materials, as required.
- Manage and administer the Department of Retirement Systems benefit programs (LEOFF & PERS) and all other retirement plans offered by the District including the distribution of required notices and bulletins.
- Responsible that all department personnel files, including payroll, health, disability, Internal Revenue Service, Department of Labor and Industries, Light Duty and Employment Security information are complete, up to date, correct and filed properly.
- Identify and perform additional human resource, payroll and benefit related duties as they arise.

#### Area #3– Secretary of the Board of Commissioners

- Prepare, distribute and post meeting agendas and notices in a timely fashion.
- Attend Board of Fire Commissioners meetings, record and prepare minutes for approval by the Board.
- Register Board members for seminars, workshops and other outside activities as needed.
- Prepare and file resolutions in accordance with specified guidelines.
- Perform other job-related duties as requested by the Board of Fire Commissioners.

#### Area #4 – General Office Functions

- Managing the front office of the station, greeting the public, answering phones and take care of basic needs
- Responsible that all District policies and procedures are documented and filed correctly and in a timely fashion
- Responsible to maintain the District website and social media

#### Area #5 – Efficiency/Accuracy/Documentation/Organization

- Ensure all paperwork, files and reports are up to date, organized and accurate at all times.
- Ensure all reports and requests are prepared and submitted in a timely fashion
- Ensure all deadlines are met and notify direct report of any possible challenges or problems prior to deadlines

#### Area #6 – Continuous Improvement

- Proactively search for ideas and insight for continuous improvement
- Stay current on best practices and the latest technology in regards to systems and industry specific functions
- Other Duties as needed or assigned

### Required Qualifications:

- Three (3-5) years of finance experience (preferably with the BARS system).
- Three (3-5) years of administrative employee benefit experience
- Excellent verbal and written communication skills, be self-directed, able to work alone or on teams.
- Need to have a positive "Can Do" attitude and approach tasks from a customer's "point of view".
- Ability to analyze information and evaluate results to choose the best solution.
- Avid computer user. Experience with PC's Window format. Fluent in Excel and Word.