


East Lake Tarpon Special Fire Control District					
	<i>SOP 210 Job Description-Financial Administrator</i>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Implementation Date: 11/2000</td> <td style="width: 50%;">Revision Date(s): 07/28/2009</td> </tr> <tr> <td></td> <td>Reviewed Date(s):</td> </tr> </table>	Implementation Date: 11/2000	Revision Date(s): 07/28/2009		Reviewed Date(s):
	Implementation Date: 11/2000	Revision Date(s): 07/28/2009			
		Reviewed Date(s):			
Forms or Attachments: None					

POSITION TITLE: Financial Administrator

IMMEDIATE SUPERVISOR: Fire Chief

EMPLOYMENT HOURS: 40 hours

ACHIEVEMENT METHOD: Hired by the Fire Chief

Nature of Position

Principal responsibility is to provide financial record keeping for the Department. This position has primary responsibility for performing the major function of payroll records maintenance. Employee may also be required to perform general clerical tasks.

Duties and Responsibilities

Perform accounts receivable and payable functions; code, check and/or process purchase requisitions, purchase orders, invoices and other related forms; check ledgers for fund availability for requested order; recommend movement of funds to cover insufficiencies based upon review of usage of various accounts to date; prepare budget amendments and general ledger file maintenance to make needed adjustments; utilize on-line data terminal to submit requisitions and retrieve such information as account balances and inventory levels. Comply with all other State and Federal Regulations as required.

Participate in budget preparation by compiling and presenting financial data from records and files and by preparing expenditure projections; maintain records for specialized accounts; compute and render necessary bills; and record all receipts and disbursements and balance accounts with on-line data terminal/

Post attendance of all employees on Time Report. Compute average weekly wage for any employee with loss of time due to injuries on the job for Workers' Compensation. Maintain separate records for overtime payments; uniformed personnel; and civilian personnel and generate and verify correctness of employee payroll checks. Verify employment for credit checks. Prepare quarterly reports for the State Fire Marshal's office on Educational Incentive Pay. Upgrade and maintain payroll and related records.

Perform related work as required.

Assume back-up receptionist duties.

Minimum Required Qualifications

Graduation from an accredited high school with considerable general office and secretarial experience, including reasonable experience in clerical financial records keeping or an equivalent combination of training and experience

College level course work or Associate Degree in Business Management and/or Accounting

Ability to maintain accurate and complete operating records

Ability to review financial transaction documents for accuracy, completeness and conformance to established procedures.

Experience with budgetary and government budgetary practices (TRIM knowledge a plus)

Knowledge of IRS Tax forms and Payroll experience/application

Governmental Accounting a plus

Computer literate in Microsoft Excel, Microsoft Word and Quick Books Pro

Versed in current auditing standards governed by the Audit Standards Board of record (if necessary, attend seminars or conferences related to the management of Control Deficiencies, Significant Deficiencies or Material Weakness in audit reporting).

Note: Reasonable considerations will be made for otherwise qualified individuals with a disability.