

SOG# 507-2	Standard Operating Guideline		
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Deputy Fire Chief</p>	Approved By	
		Steven Parrish, Fire Chief	
		Effective Date	Revised Date
		7-1-2017	10-01-2022

General Duties:

Responsible for managerial and administrative work in planning, organizing and directing the programs and services of the Cumberland Road Volunteer Fire Department. Under the general direction of the Fire Chief, the Deputy Fire Chief must exercise considerable judgment and discretion in meeting departmental objectives.

Perform a wide variety of administrative duties to include but not limited to, the organization and correct information flow of departmental matters concerning business.

Provides for the effective development and administration of departmental policies, procedures and standards.

Responsible for hiring new employees, and maintaining employment records.

Prepares the monthly work schedule for part-time staff, to include but not limited to; call outs, shift exchange, and ensures adequate staffing daily.

Serve as Duty Officer as per departmental SOG.

Attends weekly meetings and training sessions.

Attends scheduled Officers meetings.

Attends scheduled Board of Directors meeting.

Attends monthly CCFCA meeting.

Essential Administrative Duties:

Performs a wide variety of administrative duties to include but not limited to, the organization and correct information flow of departmental matters concerning business and;

Maintains control and accountability of the department's budget, finances, payroll, and liabilities.

Processes all receipts and disbursements.

Processes all payroll liabilities to include, biweekly Federal Withholdings, Monthly NC Withholdings, and Quarterly NC Unemployment Tax and Reports.

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Processes all payroll reports to include, Federal Tax Returns quarterly (941), NC Withholding Tax monthly, NC Unemployment Tax reports quarterly.

Processes Annual State and Federal withholding reports for employees, and reports to NC Department of Revenue and Social Security Administration.

Processes Sale and Use Tax refunds Bi-annual.

Reconciles all deposit bank accounts monthly. (In a timely matter) (7 accounts)

Prepares receivable funds for deposits.

Prepares and presents monthly financial and budget reports to the Fire Chief and Board of Directors.

Assist the Fire Chief with formulation the department annual budget.

Provides reconciles bank statements and accountant copy of financial records to auditors upon request.

Complies and provides all requested information and documents for annual audit, and shall be available for auditors walk-thoughts, also known as visits.

Essential Operational Duties:

Supervise, plans and coordinates the essential duties of the departments Logistics Team.

Other duties as assigned or required.