



## *South Walton Fire District*

911 N. CR 393  
Santa Rosa Beach, Florida 32459  
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### **Position Description**

#### **FISCAL OFFICER**

##### **Position Summary:**

Performs responsible administrative and accounting functions in support of activities of the South Walton Fire District.

Utilizes computerized data entry equipment, word processing, accounting software, spreadsheet, and Internet, to enter, store, and/or retrieve and communicate information as requested or otherwise necessary, summarizes data in preparation of standardized reports.

Handles day-to-day management of the accounting office, including all related financial aspects. Monitors budget and variance reporting systems. Prepares monthly financial reports, works with the Fire Chief/Administrator to prepare the annual budget documents, maintains confidential employee records and prepares payroll.

Recommends and oversees the implementation of establishing policies and procedures of the accounting office as directed by the Fire Chief/Administrator.

Attends conferences/seminars related to job position and performance, as well as any pertaining to new or additional information that would afford improvement in the operation of the accounting office.

Requires the ability to represent the South Walton Fire District with positive energy and enthusiasm.

##### **Major Duties:**

Responsible for maintaining and controlling a current/accurate list of General Fixed Assets owned by the South Walton Fire District. Responsible for analyzing and maintaining the General Ledger, and all accounts therein, for accuracy. Responsible for working with CPA firm retained for the purpose of conducting the annual governmental audit, collecting data, information and account analysis requested in performing the audit. Responsible for processing payroll and accurately controlling all payroll deductions (insurance, union dues, garnishments, etc.), as well as accurately recording and tracking vacation, sick leave and compensation hours. Responsible for payroll quarterly tax returns. Responsible for accounting all monies received. Responsible for accounts payable and other expenditures, including interaction with vendors as necessary, for corrections, adjustments, etc. Responsible for preparing monthly financial reports and computing annual budget figures, as requested by the Fire Chief/Administrator. Assists Pension Board with management of employee pension

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plans. Recommends and oversees policy and procedures for the South Walton Fire District accounting office as directed by the Fire Chief/Administrator.

### **Knowledge Required by the Position:**

- Considerable knowledge of the principles of supervision, organization and administration.
- Considerable knowledge of modern office practices, procedures, equipment, and standard clerical techniques.
- Considerable knowledge of arithmetic, grammar, spelling, punctuation and vocabulary.
- Considerable knowledge of the organization, programs, events, and operations of the South Walton Fire District.
- General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.
- General knowledge of State and Local fiscal regulations, policies and procedures.
- General knowledge of terminology used within the department.
- General knowledge of office accounting methods and procedures.
- Skill in organizing workflow and coordinating activities.
- Skill in the use of common office machines, including popular computer driven word processing, database, spreadsheet and file maintenance programs and other office equipment.
- Ability to understand or apply laws, regulations and policies to maintenance of financial records.
- Ability to screen communications and, based on content, handle independently or route to proper source.
- Ability to analyze and record information and to balance figures.
- Ability to follow moderately complex oral and written instructions.
- Ability to use judgment in organizing and establishing formats.
- Ability to maintain complex clerical records and to prepare reports there from.
- Ability to exercise tact and courtesy in contact with the general public.

### **Supervisory Controls:**

Reports to the Fire Chief/Administrator. Performs all other duties as assigned by the Fire Chief/Administrator.

### **Physical Demands:**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, telephone systems, two-way radio systems, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work, involves sitting most of the time, but may involve walking or standing for periods of time.

### **Work Environment:**

Work is performed in pleasant surroundings with a limited amount of stress situations.

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

**Supervisory and Management Responsibility:**

No supervisory responsibilities.

**Minimum Qualifications:**

- Graduation from high school, Associates of Arts Degree in Business Administration, seven (7) to ten (10) years of experience in administrative duties and clerical accounting work, and extensive computer skills or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.
- Must successfully pass the Fire District's drug screen/background check requirements as a condition of employment.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Managerial Requirements: Requires excellent managerial skills, organization, supervisory and communication skills.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read maps, directories, lists, etc. Requires the ability to prepare reports, correspondence, minutes, budgets, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic forms; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in professional and technical languages, including accounting and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals, to multiply and divide, to calculate decimals and percentages, to interpret graphs, and to compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and/or hear (talking, expressing or exchanging ideas by means of spoken words, hearing, perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

This job description is illustrative, and not all inclusive.

**DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.**

Fiscal Officer  
09/18/2009