



JOB ANNOUNCEMENT

BUSINESS MANAGER

Salary Range: \$5,438 - \$8,288/month

Application Period

OPENING DATE: May 18, 2022

CLOSING DATE: CONTINUOUS UNTIL FILLED

The District will be accepting applications for Business Manager to fill a vacancy. Applicants must meet the minimum qualifications as specified in the Business Manager Job Specifications. The exam process will include an application, resume review and oral interview.

Job Definition:

Under limited direction, supervises and manages the activities of the finance department for the district. This position functions as an executive assistant to the Fire Chief, handling confidential and sensitive matters of an administrative nature and does other related work as required.

The Business Manager is also responsible for the business functions of the Fire District, as well as the designated Treasurer for the Fire District. The incumbent exercises independent judgment relating to the development, revision, and implementation of various policies and procedures, managing and administering various functions within the Fire District's financial management, contract administration and preparation of departmental payroll documents. See the Business Manager Job Specification dated 10/07/20 at www.NorthCentralFire.org/Careers.

Job Specifications:

All Distinguishing Characteristics, Essential Duties, Conditions of Employment, Special Requirements and Minimum Qualifications (This list of sample job duties and responsibilities is neither inclusive nor exclusive of the essential function for this class).

Essential Duties and Responsibilities:

(May include, but are not limited to the following:)

- Under general supervision, the Business Manager performs a variety of bookkeeping and accounting tasks.

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- Under supervision of the Fire Chief, the Business Manager is responsible for the posting and maintenance of general ledger and budgetary control accounts.
- Post billings and invoices for services rendered for the Fire District in a legible and accountable manner.
- Prepare and process warrants/checks for billings and invoices in a timely manner for the Fire Chief's review and signature, or the Fire District Board members on prearranged, scheduled meeting dates and occasionally for emergency situations.
- Keep all books and ledgers in such an accurate manner that yearly audits may be performed by auditors assigned to review and certify the Fire District records each fiscal year.
- Check all invoices services for accuracy and completeness and bring those questionable to the attention of the Fire Chief.
- The incumbent shall be responsible for the planning and preparation of the Fire District's monthly and special public Board Meetings. This includes but not limited to; preparing Board Resolutions, preparing and distributing Board memorandums and packets, making all required Public Notices as required by the Brown Act, and other governmental regulations.
- As the designated District Treasurer, the incumbent is subject to qualification for a fidelity bond (with the District responsible for paying the bond premiums).
- The Business Manager shall keep records of expenditures of fixed assets for the Fire District, both additional and replacement, and for normal maintenance upkeep of facilities, grounds and equipment.
- The Business Manager shall be completely familiar with the annual budgets for the Fire District.
- The Business Manager will assist the Fire Chief in identifying expenditures of concern and make necessary recommendations for procedural changes.
- The Business Manager will have freedom to make recommendations, update present methods of accountability and posting, and make recommendations for more accurate and easier ways to execute the financial responsibilities of the position.
- The Business Manager shall assist in the formulation of fiscal operating budgets for the Fire District. This includes the general layout and format of budgets.
- The incumbent shall prepare monthly expenditure analysis of Fire District expenditure accounts and maintain expenditure history for the Fire Chief and District Board report.
- The Business Manager shall attend, as may be deemed necessary by the Fire Chief, Fire District Board meetings for the purpose of meeting minutes, and providing financial informational data at those meetings where the budget is being discussed or presented and prepared.
- The Business Manager shall review incoming correspondence and other written data delegated or assigned by the Fire Chief and shall prepare replies or other necessary actions back to the Fire Chief.

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- The incumbent shall confer with, and provide assistance to staff or line officers in matters of finance, as may be necessary, in the Fire District areas of operation and other fiscal matters.
- The Business Manager shall provide up to date fiscal analytical information to the Fire Chief and other supervisory personnel; recommend priorities to provide information for budget preparation and evaluate activities and methods to insure performance consistent with the planning, programming and budget system; develop and maintain a system that will facilitate the furnishing of up to date expenditure data for use by administration in determining trends, anticipating needs and problems.
- Prepare in a timely and accurate manner any monthly, quarterly, semi-annual and annual local, federal and state reports as necessary
- All other related duties

The Business Manager is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.

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- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

District Employee Benefits:

Health, dental and vision insurance: District provides 80%, employee 20% of monthly premium. District has a cap of \$1,600 monthly.

Retirement: Defined Benefits Plan (Pension) – District contributes 12.72% of monthly base salary.

Deferred Compensation Plan 457(b) – no District contribution but employee may make voluntary contributions.

Life Insurance: Employer paid Group Life Insurance and AD&D Insurance. Employee paid Group Life Insurance, AD&D Insurance and Long-term Disability Insurance.

Vacation Leave: Two weeks per year (80 hours).

Sick Leave: Eight hours a month.

Holidays: Ten District-observed holidays, plus two half days (88 hours) annually.

Minimum Qualifications:

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Finance or related field.

Four years of professional, administrative, operations, budgetary or similar experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

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Probationary Period:

All appointees to the position of Business Manager must successfully complete a probationary period as defined in the District's Administrative Manual.

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete twelve (12) written probationary evaluations.

The Business Manager is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Examination Process:

The examination process will include an application, resume review and oral interview.

Selection Process:

Those candidates that are successful in the above process will be required to participate in a Fire Chief oral interview for the final selection.

Selected applicants will be required to:

- Successfully pass an interview
- Complete a Personal History Statement and successfully pass a background investigation

Special Requirements:

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

Application Submission:

Applications are available at <https://northcentralfire.org/careers/>. A candidate can mail or hand deliver a completed application along with a resume and other supporting documents to North Central Fire Protection District, Personnel Department, 15850 W Kearney Blvd., Kerman, CA 93630. If you have any questions, please feel free to call (559) 878-4550.