



GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-033

DATE: June 10, 2024
TO: All Personnel
FROM: Michelle Ughi, Human Resources Director
SUBJECT: Job Posting – Finance Director

Greater Naples Fire Rescue District has an immediate job opportunity for a Finance Director.

The attached job description contains information about the positions, including the position responsibilities, job duties, requirements, and qualifications.

If you want to apply, please email a cover letter and resume to recruiting@gnfire.org. This position will also be posted externally and will remain open until it is filled.

Please contact Human Resources if you have any questions about this position or the recruiting process.

GREATER NAPLES FIRE RESCUE DISTRICT FINANCE DIRECTOR
District Rank: Finance Director
Direct Report: Chief of Staff
FLSA Consideration: Exempt
Approved: J. Nolan Sapp, Fire Chief
Date: January 16, 2024
Revised date:

I. General Description:

This position is responsible for overseeing the District’s financial reporting and budgeting operations. Activities include planning, coordinating, and managing District financial programs; budgeting, purchasing functions, payroll functions, accounts receivable functions, grants management, audit, and TRIM compliance.

II. Position Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned as appropriate.

- Assists in District program planning activities; delegates responsibility to assigned resource components, monitors and coordinates activities to ensure successful performance and achievement of objectives.
- Advises superiors of record keeping and accounting issues, violations of policies and procedures, and responds to requests for information and/or assistance.
- Evaluate budget and financial requests for viability to ensure the District does not expend or contract for expenditures in any fiscal year except pursuant to the adopted budget.
- Provides customer service and/or assistance to customers, employees, vendors, and the general public; provides information and explains policies and procedures
- Analyzes and evaluates District reports and statistics to ascertain trends, patterns, and needs; recommends changes to meet District needs.
- Reviews and analyzes District Treasury Management functions, including banking and investment decisions.
- Participates in Strategic Planning and Collective Bargaining
- Manages financial staff directly, including assignment work, ensuring professional development and training, establishing performance expectations, and evaluating performance.
- Performs research, data collection, analysis, and synthesis of information used to develop the District budgets, including the use of historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.
- Monitors expenditures and revenues; monitors performance measures and reviews, approves and controls budget amendments to ensure compliance with appropriation limits, financial policies, program goals and objectives. Approves the creation of new budgetary accounts. Performs research on budget operations and transactions.

- Directs, designs, implements and maintains a variety of financial and statistical reports related to the finances of the District, including monthly financial reports, executive summaries, budget summaries, and salary and related benefits spreadsheets.
- Supervises preparation of reports and analyses for annual audit. Directs implementation of provisions of Governmental Accounting Standards Board and ensures District compliance.
- Issues memos as needed regarding District financial matters.
- Ensures compliance with local, State, and Federal grants as required.

III. Supervisory Responsibilities:

This position is responsible for the supervision and oversight of departmental staff. This includes but is not limited to hiring, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

IV. Hours of Work:

Typically, a forty (40) hour workweek is assigned. However, the employee can be recalled from off-duty when urgent emergencies arise or directed by the Fire Chief or designee. Under the Chief of Staff's direction, work is reviewed through financial and audit report, assigned projects, and staff meetings.

The position is considered exempt under the provisions of the Fair Labor Standards Act (FLSA) and is provided benefits and incentives according to the Districts Administrative Handbook.

V. Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following are representative of the knowledge, skill, and abilities required for the position.

- Possess knowledge of Federal, State, Local law, County ordinances, and Fire District governing documents
- Demonstrate the ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, or members of the business community
- Demonstrate the ability to exercise sound judgment in stressful situations
- Demonstrate the ability to promote a positive morale among all personnel
- Demonstrate the ability to delegate workload equally and perform their share without intervention of superiors
- Possess the ability to read, analyze and interpret financial reports, and legal documents
- Possess the knowledge and demonstrate the ability to work with mathematical concepts such as probability and statistical inferences; possess the ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations
- Demonstrate the ability to define problems, collect data, establish facts, and draw conclusions; capable of interpreting extensive technical instructions and to deal

with several abstract and concrete variables

- Possess the skill and demonstrate the ability to work cooperatively with others, build consensus and achieve organizational goals
- Demonstrate the ability to effectively present information to the Fire Chief, Deputy Fire Chief, Chief of Staff, members of the management team, public groups, and/or the Board of Fire Commissioners
- Demonstrate effective communication skills and maintain the ability to address individual or group needs while meeting the goals of the greater organization
- Must be detail oriented, accurate and exercise sound judgement in stressful situations
- Have excellent interpersonal skills and the ability to communicate effectively orally and in writing
- Demonstrate leadership skills, to serve as an example to others with regard to professional behavior, handling multiple tasks, maintaining a positive attitude, and positive response to organizational change
- Demonstrate ability to summarize information and develop professional presentations
- Proficient in Microsoft Word, Excel and PowerPoint and be able to learn new software
- Possess excellent organizational and computer skills
- Able to work effectively and collaboratively with staff, vendors, and the public
- Able to multi-task, prioritize, and work well independently and as part of a team
- Able to use time productively and efficiently
- Must be able to maintain confidentiality of information

VI. Requirements:

The requirement of knowledge, skills, and abilities through education, training and experience are set by the District at the time of the opening and consistent with fire service standards and District expectations.

- Bachelor's degree from an accredited college or university with a major in either Finance or Accounting; Master's Degree from an accredited college or university with a major in any of the following: Finance, Accounting, Business Administration, Public Administration is preferred
- Minimum ten (10) years' experience performing professional financial and administrative work which provides the requisite knowledge, skills, and abilities for this position.
- Experience related to working with Independent Special Districts, Government, and/or Emergency Service fields is preferred
- Minimum three (3) years managerial experience in related field.
- Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards
- Shall demonstrate a record of attendance at further training to maintain current knowledge in all areas of their job by attendance at recognized seminars, conferences, and training programs
- General knowledge of information technology related systems and programs to include, but not limited to Microsoft Office (Word, Excel, Power Point, etc.) and other related programs and platforms

VII. Physical and Mental Requirements:

The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This individual is primarily subject to sedentary work; must be able to move freely around an office setting.
- Must be able to use the fingers to make small movements such as typing, writing, using a calculator, picking up small objects, or pinching fingers together.
- Must be able to frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Must be able to hear average or normal conversations and receive ordinary information.
- Frequent movements using the wrist, hands, and/or fingers are regularly required.
- Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate computer and office equipment is required.
- Must be able to regularly exert up to 10 lbs. of force while bending, lifting and standing.
- Must be able to operate a motor vehicle.

VIII. Employment:

Greater Naples Fire-Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disability Act (ADA), the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

IX. Employee Acknowledgement

By signing this document, I acknowledge that I reviewed the job description and understand what is expected of me in this position. I attest that I am able to perform the essential job functions are outlined with or without any reasonable accommodations.

Employee's Signature and Date

Employee's Name (please print)

Direct Manager's Signature and Date

Direct Manager's Name (please print)