

GREATER NAPLES FIRE RESCUE DISTRICT SENIOR ACCOUNTANT
District Rank: Senior Accountant
Direct Report: Finance Director
FLSA Consideration: Exempt
Approved: J. Nolan Sapp, Fire Chief
Date: January 16, 2024
Revised date:

I. General Description:

Under the guidance of the Finance Director, this position is responsible for collection and dissemination of budget and financial information; and development, implementation, and reporting of the District's financial and budgeting operations which are performed in accordance with state and local regulatory requirements.

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.

- Responsible for the production of timely and accurate monthly, quarterly, and annual reports and schedules, and providing support for maintaining compliance with internal and external financial and accounting policies, procedures, and audit requirements.
- Assists the Finance Director in the development and implementation of financial and budgetary plans, goals, and objectives for the District.
- Prepares and gathers requested documents during the annual audit.
- Recommends new and modifications to policies and procedures.
- Ensures adherence to District policies and procedures and state regulations which govern the District's finances.
- Assists with the administration, amendment, and execution of the adopted budget.
- Monitors expenditures and revenues. Assists with the establishment and implementation of measures that reflect the status and performance of District's finances.
- Assists with operational research and management studies when deemed necessary.
- Assists the Finance Director with grant management and/or mutual aid reimbursement when necessary.
- Responds to questions, complaints and request for information pertaining to the budget and financial issues.
- Performs financial reviews and analyses for the District; compiles and evaluates data.
- Reviews internal and external billing activities and financial statements.
- Performs monthly close out procedures including account reconciliations.
- Reviews journal entries and maintains accuracy of the general ledger
- Prepares monthly financial reports including balance sheet and income statement.
- Prepares quarterly and annual tax returns inclusive, but not limited to, W-2's, 1099's, 941's, and RT-6's.
- Assists with entry of critical database information into the accounting, finance or

payroll system.

- Communicates with other divisions when fixed assets are received to ensure timely tagging and tracking of asset; This includes coordinating and reconciling monthly additions/deletions of fixed assets to master fixed asset list.
- Directs preparation of fixed asset listing for all capital items; effectively communicates with other divisions relating to the physical inventory of the District's fixed assets.
- Reconciles accounting transactions and documentation, bank statements and the general ledger for assigned accounts. Maintains a running balance on assigned accounts.
- Provides additional support to payroll, accounts payable, and accounts receivable functions as deemed necessary.
- Assists in document production for public records requests as required

III. Supervisory Responsibilities:

While this position does not directly supervise personnel, the employee should act as a role model to all staff that may be assigned to work with this individual.

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. Under the Finance Director's direction, work is reviewed through accuracy and timeliness of work assigned and completed.

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
- Extensive knowledge of generally accepted accounting principles and IRS rules and regulations, with the ability to work independently
- Demonstrate the ability to perform research on government accounting standards for financial reporting purposes.
- Demonstrate the ability to respond to common inquiries from employees, customers, regulatory agencies, or members of the business community
- Demonstrate the ability to promote a positive morale among all personnel
- Demonstrate the ability to act as a guide/mentor to peers within the Finance Department.
- 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 peers and superiors.
- 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 in accounting, finance, business administration, or a closely related field; Master's Degree in accounting, finance, business administration, or a closely related field is preferred
- Five (5) years of progressive work experience in professional financial and accounting work
- Previous progressive work experience in governmental accounting is preferred
- 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)