

# JOIN **OUR** TEAM



CAREER OPPORTUNITIES  
FINANCE DIRECTOR



PROFESSIONALISM ~ INTEGRITY ~ COMPASSION



# GREATER NAPLES FIRE RESCUE DISTRICT

## FINANCE DIRECTOR

## About Us

The organization is the largest independent fire district in the State of Florida, providing emergency response and life safety services to the Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands, and surrounding communities. The Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 240 uniform firefighters and civilian support staff. The Fire District deploys emergency apparatus from 16 fire-rescue stations. In addition, the Fire District manages a variety of support operations from six additional facilities including Administration, Fire & Life Safety, Training and Special Operations, Logistics, and Fleet Maintenance.

Our fire service professionals provide services to more than 160,000 residents living and working within the District's 1,512 square miles.

## Mission, Vision, Values

The **Greater Naples Fire Rescue District** is a high performance emergency service provider. Our **MISSION** is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community.

Our **VISION** is to increase response effectiveness, enhance professionalism and operational efficiencies and use taxpayer dollars responsibly, while holding ourselves accountable to earn your trust. This vision guides us daily as we serve our community and visitors.

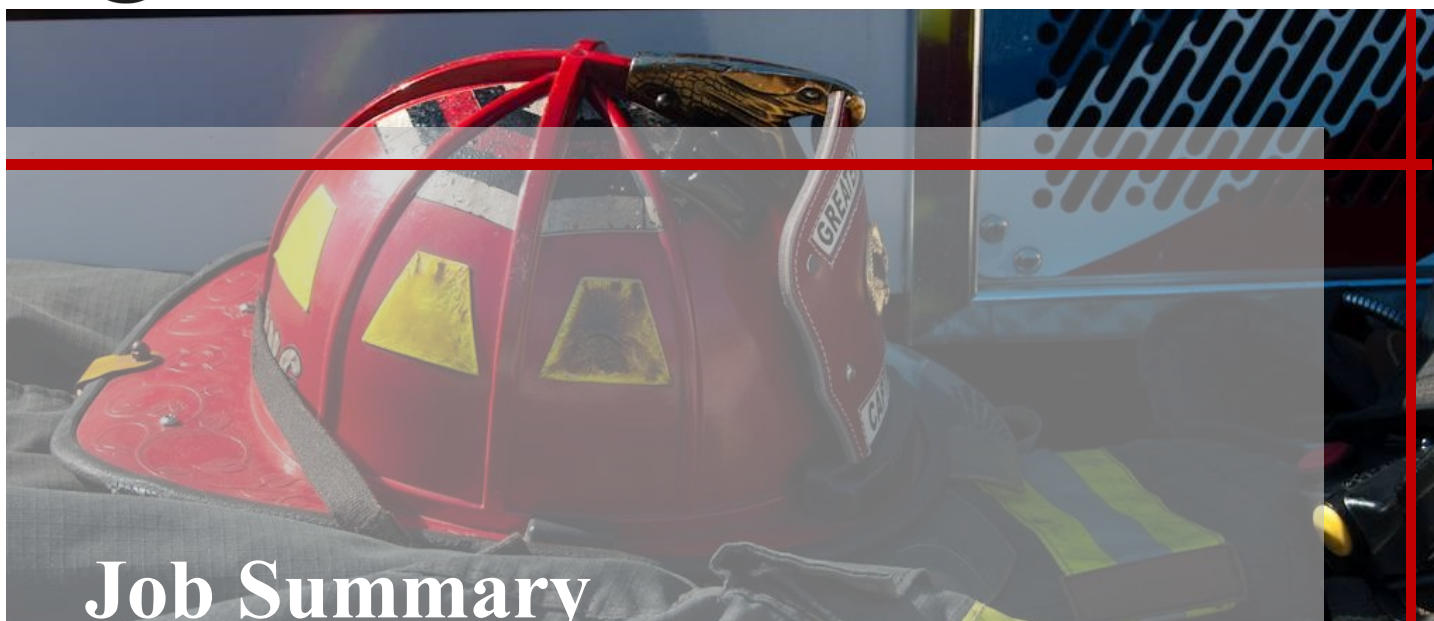
The Fire District's core **VALUES** include Professionalism, Integrity and Compassion. Our membership strives to meet these in every aspect of their service delivery and community outreach.





# GREATER NAPLES FIRE RESCUE DISTRICT

## FINANCE DIRECTOR



## Job Summary

This Finance Director 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. 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.

## Compensation and Benefits

Salary Range- \$90,000—\$120,000 Full time employees are eligible for additional pay based on certificates and education. Attractive benefits package including, medical, dental, vision, life insurance, short/long term disability, paid time off, and inclusion in the Florida Retirement System.

## How to Apply

1. Visit [www.greaternaplesfire.org](http://www.greaternaplesfire.org)
2. While on the home page, click on the Resources tab
3. On the drop down, click on Employment Opportunities
4. Read over the document pertaining to the position and click on the application
5. Submit your application along with resume and cover letter
6. All applications must be hand delivered or mailed in a sealed envelope to the Greater Naples Fire Rescue District Attn: HR/ Finance Director 14575 Collier Blvd. Naples, FL 34119



# GREATER NAPLES FIRE RESCUE DISTRICT

## FINANCE DIRECTOR

### Position Requirements

---

- 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

Additional requirements if selected for an interview may include: a computer proficiency test, a background check, submitting a Driver's License record, and/or passing a pre-employment drug screen test.

## Application Deadline

**Applications will be accepted until the position is filled.** Employment applications should be accompanied by a cover letter and resume with copies of certifications/licenses/degrees and emailed to [recruiting@gnfire.org](mailto:recruiting@gnfire.org) in order to be considered. Incomplete applications will not be processed. To claim Veteran's preference, a copy of your DD214 or relevant documentation must be submitted at the time of application.

All resumes and applications may also be mailed in a sealed envelope to:  
Greater Naples Fire Rescue District  
HR/ Finance Director Position  
14575 Collier Blvd.  
Naples, FL 34119



GREATER NAPLES  
FIRE RESCUE  
DISTRICT

Greater Naples Fire Rescue District is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. The District is a Drug-Free Workplace and an E-Verify participating employer.

For more information regarding career opportunities, visit our website <https://www.greaternaplesfire.org/>



# GREATER NAPLES FIRE RESCUE DISTRICT EMPLOYMENT APPLICATION

## Finance Director

DATE: \_\_\_\_\_ 20 \_\_\_\_

**YOU MUST FULLY COMPLETE THE APPLICATION.**

**INCOMPLETE APPLICATIONS WILL BE REJECTED. FILL IN ALL BLANKS.**

### PERSONAL

NAME (Last)	(First)	(Middle)	Area Code and Telephone
MAILING ADDRESS		City, State, Zip Code	
EMAIL ADDRESS	DRIVERS LICENSE NO.	EXPIRATION DATE	STATE
ARE YOU AUTHORIZED TO WORK IN THE U.S.?	YES	NO	IF APPOINTED, HOW SOON CAN YOU BEGIN WORK?

### MILITARY SERVICE RECORD

WERE YOU IN THE U.S. ARMED FORCES?	YES	NO	IF YES, WHAT BRANCH?
DATES OF DUTY	RANK AT DISCHARGE		
From: (MM/DD/YY)	To: (MM/DD/YY)		
ARE YOU SEEKING VETERAN'S PREFERENCE? <i>IF YES, Supply supporting documentation from Veterans Affairs</i>	YES	NO	ARE YOU IN THE NATIONAL GUARD OR RESERVES? YES NO
IF YES, LIST BRANCH AND SPECIAL TRAINING OR DUTIES:			

### EDUCATION

**Attach certificate of highest degree**

CIRCLE HIGHEST GRADE COMPLETED							
GRADE SCHOOL	1 2 3 4 5 6 7 8	HIGH SCHOOL	1 2 3 4	COLLEGE	1 2 3 4	GRADUATE	1 2 3 4
HIGH SCHOOL	NAME	LOCATION				GRADUATED YES OR NO	
COLLEGE	NAME	LOCATION	MAJOR	MAJOR	YR. GRAD.		
GRADUATE SCHOOL	NAME	LOCATION	MAJOR	MAJOR	YR. GRAD.		
VOCATIONAL SCHOOL	NAME	LOCATION	MAJOR	MAJOR	YR. GRAD.		
OTHER TRAINING							
DO YOU HAVE A G.E.D.?	YES	NO	WHERE OBTAINED?	DATE OBTAINED			

**EQUAL OPPORTUNITY EMPLOYER**

**WE ARE AN E-VERIFY EMPLOYER**

# PROFESSIONAL REFERENCES (3 REQUIRED)

## (Excluding Relatives)

Name and Occupation	Mailing address include City, State & Zip	Area Code and Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

## PRESENT AND PRIOR EMPLOYMENT

List below all present and past employment; beginning with your most recent employer and covering at minimum the last 10 years. Include summer and part-time jobs. If unemployed, or in school, include these dates. All time must be accounted for. Add extra pages if more space is needed.

### MUST HAVE COMPLETE ADDRESS – INCLUDING CITY, STATE, AND ZIP CODE

1.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				
2.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				
3.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				

4.	Name and address of company and type of business	From	Job Title:	Starting Salary	Ending Salary
		Mo. / Yr.	Describe the work performed		
		To		Name of Supervisor	
		Mo. / Yr.			
Area Code and Telephone					
Reason for Leaving					
5.	Name and address of company and type of business	From	Job Title:	Starting Salary	Ending Salary
		Mo. / Yr.	Describe the work performed		
		To		Name of Supervisor	
		Mo. / Yr.			
Area Code and Telephone					
Reason for Leaving					

May we contact your present employer? Yes \_\_\_ No \_\_\_

**ATTACH POSITION - RELATED CERTIFICATE OR LICENSE(S)  
( IF APPLICABLE)**

	Certificate #:	
	Certificate #:	
	Certificate #:	
	Certificate #:	

LIST ANY OTHER SPECIAL QUALIFICATIONS:


LIST ANY VOLUNTEER, EXPERIENCE AND TRAINING RELATED TO THE POSITION YOU ARE APPLYING FOR:


LIST ANY FRIENDS OR RELATIVES WHO WORK FOR GREATER NAPLES FIRE RESCUE DISTRICT:

--

**The following is a list of requirements that must be met at various times during the hiring process. YOU MUST READ AND SIGN THIS.**

The Greater Naples Fire Rescue District requires the following:

1. You must be at least 18 years of age
2. You must have a high school diploma or equivalent.
3. You must pass a post offer drug screen.
4. You must pass a background and driving record check
5. Be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application, as evidenced by a sworn affidavit of the applicant.

**I certify that the information contained in this application and accompanying attachments is correct and I have not omitted any information. I understand that falsification or omission of information may result in disqualification from employment consideration or, if hired, may be grounds for termination from the District. I further understand that fulfillment of the above requirements does not guarantee employment.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# VETERANS' PREFERENCE

Applicants wishing to claim Veteran's Preference in employment must complete this form and submit as an attachment to your employment application, along with required documentation. Check the appropriate block if you are claiming veterans' preference.

I wish to claim Veteran's Preference in employment in accordance with Chapter 295 of the Florida Statutes. I qualify under the following category: (Check one)

- 1. A disabled veteran who has served on active duty in any branch of the U.S. Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the U.S. Department of Veterans Affairs; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans Affairs and U.S. Department of Defense.
- 2. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
- 3. A wartime veteran as defined in s. 1.01(14), who has served at least one day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph.
- 4. The un-remarried widow or widower of a veteran who died of a service-connected disability.
- 5. The mother, father, legal guardian, or un-remarried widow or widower of a member of the U.S. Armed Forces who died in the line of duty under combat-related conditions, as verified by the U.S. Department of Defense.
- 6. A veteran as defined in s. 1.01(14), F.S. Active duty for training may not be allowed for eligibility under this paragraph.
- 7. A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard.

\_\_\_\_\_  
BRANCH OF SERVICE

\_\_\_\_\_  
DATE OF ENTRY

\_\_\_\_\_  
DATE OF DISCHARGE

Have you claimed and been employed using veterans' preference since October 1, 1987? YES \_\_\_ NO \_\_\_

If "Yes"

\_\_\_\_\_  
Name of Employer

**NOTE:** Under Florida Law, preference in appointment shall be given to those persons who claim preference above. If an applicant claiming veterans' preference for a position believes they were not afforded employment, promotion or retention preference may file a complaint with the Florida Department of Veterans' Affairs Complaints via email at: [VeteransPreference@fdva.state.fl.us](mailto:VeteransPreference@fdva.state.fl.us) or mailed to: Attn: Veterans' Preference Coordinator 11351 Ulmerton Road, Suite 311 Largo, Florida 33778-1630. Complaints must be received within 60 days from the date a non-select notice was received.

# Greater Naples Fire Rescue District Tobacco Free Affidavit

I, \_\_\_\_\_, do hereby affirm that I have not been a user of tobacco or tobacco products for at least one (1) year immediately preceding my application.

Under the penalties of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

DATED and SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

- Personally Known
- Produced Identification

Type of Identification Produced: \_\_\_\_\_