

# Lehigh Acres Fire Control and Rescue District

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## Assistant Finance Manager

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**Purpose:** The Assistant Finance Manager assists and reports directly to the Finance Manager. The Assistant Finance Manager supervises the Billing Specialist and Finance Specialist positions. This position is exempt under the provisions of the Fair Labor Standard Act.

**Summary Description:** The Assistant Finance Manager is appointed by the Fire Chief and all benefits, policies will be in accordance with the Non-Bargaining Employee Handbook. Under the general direction of the Finance Manager, this position is responsible for performing general administrative tasks related to developing inter-office routines consistent with effective and efficient departmental operations. Work requires the application of independent judgment and sound decision-making ability. The employee must be able to interact well with the public, participating government agencies, and other personnel, and must be able to communicate clearly and effectively in both written and verbal forms. Work requires the ability to independently research and compose correspondence and reports as assigned under general supervision. The Assistant Finance Manager will report when necessary and assist management of incidences occurring during his or her assigned time period or as directed by the Finance Manager.

**Essential Duties & Tasks:** To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodation may be made to enable individuals who have disability challenges to perform the essential job functions. Examples of tasks performed include, but not limited to the following:

### District Operations:

- Ensure safe operations and healthy organization.
- Maintain a positive working relationship with all Lehigh Acres Fire Control and Rescue District members.
- Provide recommendations, e.g. offer, and respond.
- Serves the public and co-workers and responds to request.
- Respond to routine and special correspondence clearly by, e.g. email, telephone and prepares outgoing mail for distribution.
- Exercise professional phone etiquette, answering phone, taking messages, etc.
- Independently composes and types certain reports and correspondence as required.
- Maintains knowledge of and addresses inquiries to all Lehigh Acres Fire Control and Rescue District policies, procedures, and programs.
- Assist with custodial accountability, e.g. records, inventory.

- Initiates and researches special projects, providing detailed analysis, reports, summaries, and proposals.
- Must be able to assist in completing administrative deadlines on assigned projects.
- Assist with public record requests regarding administration/finance.
- Prepares reports and correspondence including sensitive confidential information, interviews, and statements made as part of departmental activities.
- Coordinates work activities and programs of the department with other department programs and projects.
- Proofreads and examines reports and correspondence for accuracy and completeness.
- Knowledgeable of all office duties, equipment, and/or computer programs appropriate to the position.
- Make independent decisions regarding daily work during regular working hours.
- Performs other job-related duties as assigned by supervisor.

**Oversee / Address Personnel Management:**

- Interact / supervise reporting subordinate.
- Encourage / provide feedback, suggestions, input.
- Proactively meet with subordinate.
- Provide guidance / consultation to personnel, e.g. personal, professional.
- Review / initiate / recommend commendations.
- Review / initiate / recommend personnel inquiries, investigations.
- Review / initiate / recommend disciplinary actions.
- Review / initiate / recommend employee terminations.

**District Finances:**

- Assists with developing, implementing, and administering detailed accounting procedures and systems in accordance with accepted state and local governmental accounting practices.
- Assists with responsibility for journal entries and the recording of daily financial transactions.
- Assists the Finance Manager in the preparation and administration of the District's annual budget.
- Assists with ensuring compliance with TRIM and other regulatory guidelines denoted within the Florida Statutes.
- Performs special accounting studies and analysis, as needed.
- Research financial trends and analyses relating to the District.
- Receives, sorts, and prepares financial reports and records as required.
- Assists with preparing necessary material needed to facilitate the District's year-end audit;
- Assists with performing ledger and journal maintenance activities relating to account information and transactions including payments made and received, open and closed accounts, etc.
- Assembles deposits relating to the Life Safety Division and miscellaneous revenue sources.
- Maintains and updates files of paid bills and receipts.
- Assists in preparing and submitting monthly retirement reports.

- Maintains accounting records according to established accounting procedures and classifications, including payroll (when necessary), subsidiary journals, and general ledgers. Posts entries to utilizing supporting records and reports.
- Prepares and reconciles purchase orders produced by each division and/or the Fire Chief.
- Process District vendor payables for payments weekly (or bi-weekly), as needed.
- Assists with reconciling all credit-card transactions and activity monthly.
- Assists with reconciling account balances throughout the year, including year-end accounting accruals. Ensures statutory/regulatory compliance in relation to rules, guidelines, and auditing standards.
- Assists with grant functions, including (but not limited to) writing grant applications, tracking allowable receipts and expenditures of approved/received grants, and ensure compliance for required reports.
- Attends/participates in continuing education courses to obtain knowledge relating to changing accounting and auditing standards.
- Attendance during regularly scheduled work hours, and outside of regular hours, as necessary.
- The Assistant Finance Manager does not have the authority to expend any District funds.
- Generally speaking, the Assistant Finance Manager's position is to provide financial record-keeping and accounting for the District and not to control or have any authority over the District's funds.

**Represent District with External Entities:**

- Promote positive public relations.
- Assist with complaints, concerns.
- Assist / Interact / coordinating with all required vendors involving administration/finance.

**District's Planning Process:**

- Foster a positive organizational philosophy.
- Plans and fosters new employee orientation to foster positive attitude toward District goals.
- Establish goals and objectives.
- Participates / updates the strategic planning for Assistant Finance Manager.
- Participates in organizational effectiveness / efficiency.
- Participates in organizational structure of administration.
- Participates / update current and future physical needs, e.g. capital, personnel, operations, debt.
- Participates / update current and future financial needs, e.g. facilities, equipment, etc.

**Report To Emergencies As Needed:**

- Ensure readiness to report to work during and after hours.
- Obtain Situation Report.
- Able to operate staff vehicle.
- Assess level of participation, e.g.
- Perform staff functions at incident, as needed e.g. District, multi-agency.

**Promote Professional Development:**

- Promote health and fitness.
- Maintain required certifications, e.g. personal, organizational.
- Attend conferences, courses as needed.
- Network with industry peers as needed.
- Submit approval for tuition / expense reimbursement etc. as needed.

**Represent Fire Service Interest:**

- Interact with, community, county, state, federal officials, e.g. educate, inform.
- Interact with special interest groups.

**Qualifications & Requirements:** The requirements listed below are representative of the education, experience, knowledge, and skills required for this position. The qualifications and requirements for the position of Assistant Finance Manager are specified by the Fire Chief and are subject to refinement from time to time by the Board.

**Minimum Experience/Education Required:****Candidate**

- Bachelor Degree from an accredited college or university in Business Administration or Finance.
- Minimum five years' experience and knowledge in senior accounting, administrative work, to include Adobe, Acrobat Reader, Microsoft Office-Word, Excel, Publisher, and Outlook.
- A comparable amount of training, education, or experience which provides the required knowledge, skills, and abilities may be substituted for the minimum qualifications.
- Demonstrated ability to read and interpret technical diagrams and bulletins.
- Experience with industry-standard computer applications.
- Demonstrate ability to work with diverse groups.
- Satisfactory completion of an appropriate proficiency assessment.
- Flexibility to work outside of normal operating hours when requested.
- Such alternatives to the above qualifications as the Chief may find appropriate and acceptable.
- Valid Class E Florida Driver's License.

**Preferred Qualifications**

- Experience and knowledge in Governmental Accounting and budgeting.

**Language Skills:** This individual must be able to communicate verbally and in writing. Proficient in technical report writing and personal computer skills. Time management skills are essential so that all reviews and report functions are completed in a timely manner. Must have good listening skills and be able to determine fact from opinion.

Ability to read, research, compile, tabulate, analyze, and interpret data and information. Ability to synthesize or integrate analysis of data or information to discover facts or develop knowledge

or interpretations; updates policies, procedures, or methodologies in related field based on new facts, knowledge, or interpretations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to use mathematics involving the practical application of fractions, percentages, ratios, and proportions; or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane, solid, and rectangular coordinates; mathematical classifications. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Physical Requirements:** This individual in this position must be sufficiently fit to safely perform the occasional emergency job duties that are associated with the position. Specific requirements include the physical/mental ability to work in stressful situations.

**Work Environment:** The individual regularly works in an office environment except when he / she are performing other duties and responsibilities. During these times, when performing other duties and responsibilities, he / she will **NOT** be exposed to hazardous environmental conditions such as heat, smoke, and toxic gases.

**Acronyms:** The Following Acronyms were utilized in this job description.