



FREDERICK COUNTY GOVERNMENT
is currently accepting applications for the position of:

Fiscal Manager - Fire and Rescue

Division of Fire and Rescue Services

An Equal Opportunity Employer

WAGE: \$51,062.00 - \$66,380.00 Annually

OPENING DATE: 09/18/20

CLOSING DATE: 10/05/20 04:00 PM

FLSA STATUS: Exempt

SPECIAL FUNDING: None

JOB INFORMATION:

Exempt; full-time; 40 hours per week; Monday-Friday; 7:30 am – 4:30 pm; full-benefits

This professional position is responsible for the financial administration of the Division of Fire and Rescue Services. This position performs financial and budgeting work which includes the analyzing and coordinating of financial and administrative matters; researching, reviewing, and analyzing budget, personnel, procurement and policy issues; and assisting with the oversight of various grants. Direction may be given to support or administrative personnel; supervision is received from the Deputy Chief of Administrative Services.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Review monthly financial statements and spending plans; prepare financial reports
- Verify and process purchase orders, P-Card purchases and reconciliations, check requests and other transactions in the automated procurement system
- Act as the Division's subject matter expert for INFOR electronic submissions
- Manage and administer contracts for services and goods
- Develop criteria for measuring services and programs using a cost/benefit analysis; evaluate results
- Review service agreements, leases and other contracts that may obligate the Division or the County; assure full compliance with County procurement policies, state and federal laws and regulations
- Develop procurement specifications, provide funding/financial analysis for purchasing decisions and work with County purchasing department to facilitate procurement process
- Create electronic and manual systems for various reports, tracking and documenting financial transactions (FEMA Reimbursement, invoicing for services, etc.)
- Assist with the oversight of various grant programs including the Staffing for Adequate Fire and Emergency Response (SAFER) grant and the FEMA Department of Homeland Security Assistance to Firefighters Grant (AFG); oversee the coordination of information needed for grant applications and quarterly performance reports; track and report data related to operational staffing and maintenance of staffing levels; be familiar with compliance with grant requirements; maintain budget records for program and auditing purposes
- Evaluate revenue received from EMS Ambulance billing; analyze service and expenditures; provide recommendation of rates
- Assist with determining the Division's resource needs and trends; find resources to accomplish the division's financial objectives
- Coordinate operating budget preparation and management; analyze expenditures and provide critical input on current and future financial needs in the preparation of the annual budget; provide budget management guidance

- Work closely with the County's Budget Office, the President of Frederick County Volunteer Fire and Rescue Services (FCVFRS), specialty teams, and station management in preparing individual fire company budgets
- Serve as liaison to Frederick County's Internal Audit Division, Accounting, Budget, and Procurement departments
- Evaluate the effectiveness of assigned programs; coordinate and implement changes when necessary
- As needed, provide INFOR processing training to guide decision making and financial reporting throughout the division
- Review, modify and as needed establish written financial management policies
- Serve as a member of Fire and Rescue Services Budget Committee
- Serve as back-up processor and approver/checker for computerized procurement system and other procurement actions needed; oversee processing of invoices for monthly statements, including Frederick Health Employer Services
- Discuss and identify issues/problems of fiscal concerns to the attention of the Deputy Chief; make adjustments in a timely manner
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

The qualifications / requirements, knowledge/skills/abilities and physical demands or working conditions 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.

- Bachelor's degree in Accounting, Financial Management, Business Administration, or a related field
- Minimum 4 years of work experience in a responsible accounting, budget or fiscal position
- Minimum 1 year of work experience with MS Excel to include a background creating and maintaining complex spreadsheets
- Intermediate skills in Microsoft Office Suite

KNOWLEDGE / SKILLS / ABILITIES:

- Extensive knowledge of accounting principles, laws, regulations
- Extensive knowledge of the principles of accounting, business administration and finance
- Extensive knowledge of the principles and objectives of budget preparation and management
- Ability to effectively organize work, determine priorities and complete assigned duties with minimal supervision
- Strong mathematical and clerical skills including the ability to accurately compile and verify data, and to prepare and maintain files, records, forms, spreadsheets, etc.
- Ability to effectively access and utilize computerized systems and equipment (e.g. Internet, word processing, spreadsheet, data management)
- Ability to understand budget concepts; familiarity with basic financial reporting
- Ability to effectively make independent decisions, prioritize work and complete assigned duties with minimal supervision
- Discretion and good judgment in dealing with financial matters and other confidential/sensitive information
- Ability to develop and maintain effective working relationships with co-workers, governmental representatives, staff, volunteer organizations and the general public
- Strong and effective spoken and written (English) communication skills including the ability to write reports, memos, policies and procedures, etc. that are clear, concise, accurate and

complete, using proper grammar and format; as well as public speaking skills for presenting information to varied audiences

PREFERENCE MAY BE GIVEN FOR:

- Current CPA certification
- Experience with INFOR
- Related work experience in municipal/local government
- Procurement and contract administration work experience
- Related grants administration work experience
- Work experience in the Fire and Rescue Services field

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required to frequently sit
- While working in this position, the employee is required to constantly work indoors

ADDITIONAL INFORMATION / EXAMINATION PROCESS:

- Ability to provide own transportation as needed for meetings and other commitments
- Available for some varied work hours (which may include evenings and weekends to accommodate meetings, deadlines or other commitments)
- When considered under the Frederick County Employees Retirement Plan, this position is designated as "non-uniformed"

EXAMINATION PROCESS (may include):

1. An evaluation of training and experience
2. Related office skills testing
3. One or more interviews
4. A pre-employment physical examination and drug test

This description reflects management's assignment of essential duties; it does not proscribe or restrict the tasks that may be assigned.

When 'work experience' is stated as a requirement, this is specific reference to on-the-job experience as a paid employee. When considering part-time experience history, 2080 hours = 1 year of experience.

Frederick County Government Division of Human Resources contact information:
<http://www.FrederickCountyMD.gov>

Job #FY21-00088
 FISCAL MANAGER - FIRE AND RESCUE
 KG

OUR OFFICE IS LOCATED AT:
 12 East Church Street
 Frederick, MD 21701
 Ofc: 301-600-1070
 Fax: 301-600-2314
Human_Resources@FrederickCountyMD.gov

Frederick County is an equal opportunity employer that provides opportunities to employees and applicants without regard to race, color, national origin, ancestry/ethnicity, age, religion, disability (including pregnancy), gender, sexual orientation, gender identity, protected veteran status, genetic information, marital status, familial status (as defined by County law) or any other characteristic protected by applicable laws and regulations. The policy of equal opportunity employment and anti-discrimination applies to all aspects of the relationship between Frederick County and its employees, including recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies.

Fiscal Manager - Fire and Rescue Supplemental Questionnaire

- * 1. Have you earned a Bachelor's degree in Accounting, Financial Management, Business

Administration, or a related field?

Yes

No

- * 2. Which describes your level of proficiency with MS Office Suite software?
 - Beginner
 - Intermediate
 - Advanced
- * 3. Do you have at least 4 years of work experience in a responsible accounting, budget or fiscal position?
 - Yes
 - No
- * 4. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 5. Do you have 1 year of work experience with MS Excel to include a background creating and maintaining complex spreadsheets?
 - Yes
 - No
- * 6. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 7. Do you possess current CPA certification?
 - Yes
 - No
- * 8. Do you have experience with INFOR?
 - Yes
 - No
- * 9. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 10. Do you have related work experience in municipal/local government?
 - Yes
 - No
- * 11. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

- * 12. Do you have procurement and contract administration work experience?
 - Yes
 - No

- * 13. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

- * 14. Do you have related grants administration work experience?
 - Yes
 - No

- * 15. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

- * 16. Do you have work experience in the Fire and Rescue Services field?
 - Yes
 - No

- * 17. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

- * Required Question