



**MCHENRY TOWNSHIP FIRE
PROTECTION DISTRICT**

**JOIN THE MTFPD TEAM AS OUR NEXT
BUSINESS MANAGER**

MTFPD Business Manager

Welcome to the McHenry Township Fire Protection District

The McHenry Township Fire Protection District (MTFPD) is located approximately 60 miles northwest of Chicago in the northeastern portion of McHenry County and covers a 56 square mile area including the communities of Bull Valley, Holiday Hills, Johnsburg, Lakemoor, McCullom Lake, McHenry, Ringwood, portions of Island Lake, Wonder Lake and unincorporated McHenry County. Located in the heart of the Fox River valley, the area offers a wide variety of housing, educational, and recreational opportunities.



The MTFPD responds to over 7,000 emergency calls per year from five strategically located fire stations and is an all-hazards agency providing fire prevention, public education, fire suppression, emergency medical services, and special teams. The MTFPD is a combination fire department consisting of full-time and part-time professional firefighters, paramedics, officers, administrative and support personnel. There are approximately 55,000 year-around residents within the district. The MTFPD combined operating and capital budget for fiscal year 2023-2024 is \$17.5 million dollars.



Join Our Team of Fire Service Professionals

The MTFPD is seeking a highly energetic, strongly motivated individual to serve as our Business Manager and provide oversight, direction, and coordination of many of the significant financial, business, and human resources functions of the MTFPD.

The Position and Ideal Candidate

This position provides the right candidate the opportunity to be a key part of the professional administrative team of a progressive and growing fire protection district. With reporting responsibilities to both the Board of Trustees and the Fire Chief, the Business Manager has responsibilities in areas that include budgeting, financial forecasting, financial reporting, accounts payable, purchasing, human resources, and payroll.



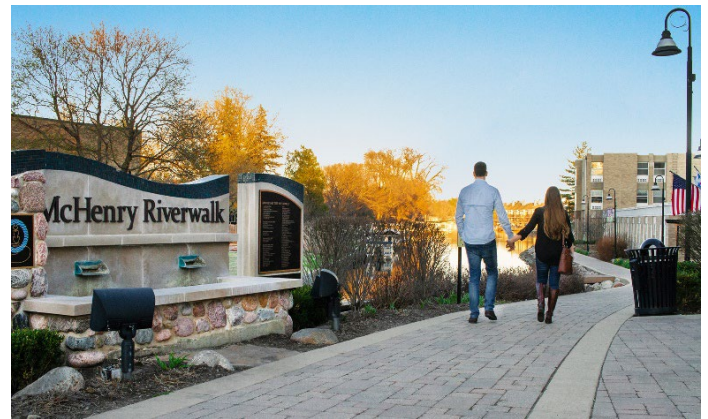
Work in this position requires effective teamwork, initiative, decision making skills and a strategic mindset. The position requires frequent contact with department staff, the public, and District and local officials. The Business Manager works closely with the District's accounting and audit providers and investment advisor.

MTFPD Business Manager

The Business Manager plays a key role in the Board meeting process, including preparing reports and facilitating the review of financial documents, and works on certain assignments directly with the Treasurer of the Board. The Business Manager closely monitors and analyzes District financial performance and data, and recommends updates to financial policies and procedures to reflect best management practices. This position has significant responsibilities in the area of budget and levy preparation and administration. Additionally the Business Manager will administer the accounts payable, purchasing and ambulance billing processes. Human resources responsibilities include benefits administration, payroll administration, new employee onboarding, and for certain positions, coordinating all components of the hiring process.



This is a full-time, civilian position and is non-exempt and at-will. This position is classified as a confidential employee. This position is regularly scheduled to work a standard 40 hour administrative work week, Monday through Friday from 8:00 AM – 5:00 PM. Attendance at governing board meetings and other special meetings may be required and the regular work hours may be adjusted at the discretion of the Fire Chief to accommodate these meetings. This is an on-site position and there is no remote work option.



Please refer to the Business Manager job description for a more complete outline of duties and responsibilities

Ideal Candidate

The ideal candidate will have strong analytical, oral and written communication skills, be team oriented and have enthusiasm for working closely with district staff and appointed officials. They must have an open, transparent style and be committed to open and honest government. Excellent attention to detail, organized, accurate, and reliable are essential traits.

The Business Manager must have a thorough knowledge of the principles and practices of budget preparation, accounting, administration, and financial record keeping, and the rules and regulations pertaining to local government agencies.



MTFPD Business Manager

For the human resources responsibilities of the position, the candidate needs a broad knowledge of human resources with focus on employment, compensation, legal compliance and reporting, data and records management, and benefits management as well as knowledge of federal and state employment related laws.

The ideal candidate will be committed to professional development and continuing education for oneself. They need to have a high level of proficiency in using Microsoft and Google software applications, including Microsoft Excel and the ability to learn and become proficient with fire service and other related software programs including the BS&A local government financial software suite.

They must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Qualifications

Bachelor's degree in finance, accounting, public policy, business, or related field, or three (3) years of experience with government accounting.

Previously demonstrated experience in human resources in a medium to large employer with a focus on full spectrum human resources (not just benefits administration).

Experience working in local government, including fire protection districts.

Other combinations of training, education and experience that demonstrate meeting these preferred qualifications may be submitted for consideration.

Compensation and Benefits

The starting salary is \$75,000. A comprehensive benefits package includes participation in district funded 401a plan, optional 457 plan, health insurance including medical, dental, and vision coverage and life insurance. The District also offers paid vacation, personal leave, holidays, and sick leave. There is no residency requirement for the Business Manager position.

Application and Selection Process

Qualified candidates are strongly encouraged to apply by **Friday, August 18, 2023** (first review, open until filled) by submitting online the application, resume and three personal and three business references. Emails will not be accepted. Please refer to the department website at www.mtfpd.org under the "Employment" tab for information on how to apply online. Selected qualified Business Manager candidates will be contacted regarding the next steps in the hiring process. Please do not call the District Headquarters inquiring about the timeline.

Questions about this position may be directed to Fire Chief Rudy Horist at horistrudy@fire.mtfpd.org

The selection process will include a resume and qualifications review, skills evaluation and formal interview.

Upon receiving a conditional offer of employment the successful applicant must pass an extensive background check and drug test.

The McHenry Township Fire Protection District is an equal opportunity employer.

This brochure provides an overview of the Business Manager position. Please refer to the job description for more complete information.



www.mtfpd.org