



McHenry Township Fire Protection District Business Manager

Description:

This position has reporting responsibilities to both the Board of Trustees of the McHenry Township Fire Protection District (MTFPD) and the Fire Chief. Responsibilities include oversight, direction, and coordination of many significant financial, business, and human resources functions of the MTFPD. This includes budgeting, financial forecasting, financial reporting, accounts payable, purchasing, benefits administration 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.

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. There is an on-site position and there is no remote work option.

Illustrative examples of work:

Financial and Business management

- Prepare financial statements and reports for the Board of Trustees. Work directly with, and complete assignments for, the Treasurer of the Board of Trustees.
- Maintain bank accounts and review bank statements. Prepare reconciliation statements on a monthly basis of all checking accounts and any other financial accounts of the District.
- Maintain monthly cash flow projection analysis.
- Coordinate, manage, and advise regarding the procurement of goods and services.
- Maintain records and prepare reports related to budgetary and financial considerations. Assist in the preparation of the Fire District's budget and levy.
- Administer the Accounts Payable process including confirmation of General Ledger accounts; maintain electronic approval paths; prepare Accounts Payable checks for approval by the Board of Trustees; verify signatures and finalize payment.
- Closely monitor and analyze District financial performance and data, and recommend updates to financial policies and procedures to reflect best management practices.

- Coordinate annual District audit and assemble all information necessary; act as liaison with Auditors.
- Monitor and balance on a daily basis all District checking accounts, and other financial accounts of the District. Monitor and manage deposits.
- Oversee and participate in the development of the annual budget; participate in the forecasting of necessary funds for staffing, materials, services, and supplies; monitors approved budgets; discuss and resolves budget issues with appropriate staff.
- Oversee the ambulance billing function, including GEMT, the processing of refunds and write-offs, and billing and collections done by the third party billing administrator. Serve as liaison with the third party billing administrator. Serve as the Fire Department's Health Insurance Portability and Accountability Act (HIPAA) Compliance/Security/Privacy Officer, ensuring the privacy and confidentiality of patient information and release or disclosure of protected health information.
- Process accounts payable, prepare purchase orders, place and receive orders, prepare invoices for payment approval.
- Evaluate, manage and administer contracts and agreements related to Fire District business and responsible for monitoring and evaluation of those contracts. Ensuring that all such contracts are being adhered to by the District and such vendor.

Human Resources

- Serve as the District's human resource manager.
- Benefit administration including medical, dental, vision, life insurance, and short and long term disability plans.
- Administer and ensure compliance with employment related laws and District policies in area of responsibility including tracking of leave programs, records retention, confidentiality (HIPAA), worker's compensation, insurance, and compensation programs including 401a and 457 plans and administration.
- Process employee payroll; implements changes as necessary, assist employees and staff in resolving payroll questions. Oversee the preparation and distribution of W2s, 1099s, 1095's and annual tax filings. Prepare ACA calculations and coordinate compliance with ACA.
- For selected positions, facilitate all components of the hiring process.
- Serve as administrator of the District's website.

Other

- Attend staff, budget, and other meetings as required; may be required to attend Board of Trustees or Pension Board meetings.
- Participate in training, continuing education and other opportunities to maintain professional development.
- May be assigned to be a Trustee, or liaison to, the McHenry Township Firefighters Pension Fund Board.
- Perform all other related duties as assigned by the Board of Trustees or the Fire Chief.

Knowledge, Skills and Abilities:

Financial

- Principles and practices of budget preparation, accounting, administration and financial record keeping in a fire protection district.
- Rules and regulations pertaining to local government agencies, including fire departments and fire protection districts.
- Illinois State budgeting, accounting and records management system and knowledge of medical billing and collections practices.
- Knowledge of Illinois governmental accounting and finance laws, and fund accounting.
- Understanding of governmental budgets, audits, GASB, debt management, and financial planning and analysis.
- State and federal privacy and security requirements related to patient confidentiality.

Human Resources

- Broad knowledge of human resources with focus on employment, compensation, legal compliance and reporting, data and records management, and benefits management.
- Knowledge of federal and state employment related laws.

Other

- An open, transparent style, with the ability to quickly establish trust with the Board of Trustees, fire department staff, and others. Committed to open and honest government.

- Strong analytical, oral and written communication skills, staff leadership and management abilities, and enthusiasm for working closely with elected and appointed officials.
- Ability to effectively apply written and oral English language skills.
- Excellent attention to detail, organized, accurate, and reliable.
- Ability to successfully maintain multiple projects and schedules.
- Ability to self-direct and organize work time efficiently and effectively and prioritize a multitude of tasks.
- Ability to establish and maintain effective working relationships.
- Ability to provide outstanding customer service, both internally and externally and use tact, discretion, and diplomacy.
- Knowledge of research methods, records management and report writing.
- Committed to professional development and continuing education for oneself.
- Proficient in using Microsoft and Google software applications, including a high level of proficiency using 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.

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.

Work environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and fax machines.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb stairs; balance; stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.