



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 or 262-965-2262 Email: info@westernlakesfd.org

JOB ANNOUNCEMENT

Finance Manager

The Western Lakes Fire District, WI (pop. 54,568) is seeking a progressive, experienced, professional for the position of Finance Manager.

Finance Manager Candidate Qualification Criteria

The Fire Board and Fire Chief seek candidates with high integrity, detail oriented, strong organizational and time management skills, and a commitment to excellence in customer service to serve as the District's Finance Manager.

Principle Duties and Responsibilities

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Maintain District Accounting System, including reviewing, analyzing, and balancing all accounts on a monthly basis; prepare journal entries; prepare internal financial statements; guide and instruct bureaus in proper accounting procedures.
- Budget and Analysis Services, including assisting the Fire Chief with Long Term Financial Plan projections; assist in preparation of revenue estimates for budget; review fee amounts annually and recommend adjustments; assist in preparation of the annual budget; provide budget management and financial analysis support.
- Supervise General Accounting Staff, including directing monthly processing of purchase orders, accounts receivables, and accounts payable; directing bank reconciliations; oversee payroll reconciliation; directing and maintaining fixed asset records.
- Assist the Fire Chief, when necessary, with various projects or assignments.
- Project monthly, quarterly and annual cash flows to determine possible deficits and shortfalls.
- Performs other duties as assigned.

Salary, Benefits, and Schedule

This is a full-time, 40 hours/week position. The annual salary for this position is \$84,080 - \$102,443 depending on experience and qualifications. The Western Lakes Fire District offers an attractive benefit package that includes medical, dental, vision, and life insurance; vacation, sick, and holiday time. The District participates in the Wisconsin Retirement System (WRS) and employees have the option to participate in the Wisconsin Deferred Compensation program and short-term disability coverage (AFLAC). Wages and benefits are determined by the Western Lakes Fire District Board.



Successful candidates will minimally possess the following qualifications at time of hire:

- Bachelors' degree in accounting
- Minimum five years of experience in public accounting
- CPA certification preferred
- Supervisor experience necessary, along with excellent public relations skills
- A valid driver's license

Required qualifications within six months include:

- CEVO/EVOC Training
- NIMS 100, 200, 300, 400, 700, and 800

Other Information:

Residency: There is no residency requirement for this position with the District.

Medical: Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the applicant at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties in the position they have applied for under the essential functions of employment, with reasonable accommodation.

Interested professionals must submit the following materials to HR@westernlakesfd.org by October 22, 2023:

- WLF D Application
- Resume
- Cover Letter
- Contact information for five (5) professional references

Position will remain open until filled



About the District

The District is owned by, and provides fire and EMS services to, the residents of the City of Oconomowoc, Village of Summit, Village of Dousman, and Town of Ottawa. In addition, the District also provides fire and EMS services to the residents of the Town of Oconomowoc, Village of Lac LaBelle, and portions of the Town of Merton. EMS services are also provided to the residents of the Town and Village of Sullivan, Town of Ashippun, and portions of the Town of Concord.

The District was built on the partnership and spirit of cooperation between municipalities to provide fire/EMS services in the most fiscally responsible and efficient manner possible. The District is the combination of six previously individual Fire/EMS Departments that have been brought together to provide more efficient service, while increasing the levy of care provided to the communities it serves. These consolidations have also provided a sustainable approach to staffing and decreasing response times, while increasing the level of Emergency Medical Service Care to the Paramedic level.

The minimum daily staffing for the District is 19 to 25 personnel between the six stations. That staffing includes a Duty Chief, six ambulances and five paramedic interceptor units. The stations also cross-staff an engine, quint, or rescue.


Additional staffing from paid-on-call personnel supplements and ensures adequate staffing for all fire, rescue, and motor vehicle incidents. The District maintains another five ambulances that are also staffed when call volumes require additional ambulances, or during special events that occur throughout the District. Our annual call volume of over 6,500 calls includes a mix of fire, emergency medical, specialty service, and high acuity incidents.

Covering 215 square miles, the Western Lakes Fire District's service area is a diverse mix of suburban, rural, and wildland-urban interface with a population of 54,568. Included in the Fire District's coverage area are two hospitals (with one being Level 2 Trauma certified), several miles of Interstate 94 and other state highways, three large behavioral/mental health facilities, seven large elderly living facilities, growing retail areas, expansive manufacturing and distribution centers, multiple outdoor recreational location including the Kettle Moraine State Forest, numerous educational facilities including a high school, multiple middle, elementary, and private schools.

Special services provided by the District include: Search and Rescue with drone operations, Dive Rescue Team with surface Water/Ice Rescue, Rescue Task Force, Rehabilitation Unit, Critical Incident Stress, Interfacility Ambulance Transports, Bike Patrol, and Therapy K9 unit. The District is highly involved with the communities it serves, and regularly attends public relations and education events. These activities include hosting open houses at the District Stations, parades, festivals, block parties, attendance at schools, and many more.



Western Lakes Fire District is an Equal Opportunity Employer

	Western Lakes Fire District		100.902
	Policies & Procedures		
	Subject:	Job Description – Finance Manager	
	Initial Date:	07-24-2023	Revised Date:
Approved By:	Fire Board		

REPORTS TO:

Fire Chief

FUNCTION:

Performs, under general direction of the Fire Chief, a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the District.

SUPERVISES:

Assists in the supervision of employees of the District.

EQUIPMENT USED:

Computers, including word processing, spreadsheet, and accounting software, office equipment, and communication equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintenance of the District Accounting System
 - Review, analyze and balance all accounts on monthly basis.
 - Prepare journal entries as appropriate.
 - Prepare internal financial statements and variance reports on an accrual basis monthly.
 - Assists independent auditors with the annual audit by preparing various work papers and schedules.
 - Assists with the preparation of District’s Annual Financial Report.
 - Responsible for understanding and implementing new accounting pronouncements.
 - Guides and instructs bureaus in proper accounting procedures.

- Budget and Analysis Services
 - Assists the Fire Chief with Long Term Financial Plan projections.
 - Distribute bureau blank budget worksheets and instructions.
 - Assists in preparation of revenue estimates for budget. Review fee amounts annually and recommend adjustments as needed.
 - Assist in preparation of the annual budget.
 - Review preparation of salary and benefit estimates for budget. Ensure all positions

included in estimates.

- Compile department budget requests. Analyze financial limits and make appropriate financial recommendations to the Fire Chief.
- Assists with identification and application of strategic initiatives of the District to the budget process.
- Supervise the compilation of the final adopted budget.
- Provides budget management and financial analysis support throughout each year.
- Prepare financial proformas or projections, when requested.

Supervise General Accounting Staff

- Direct monthly processing of purchase orders, accounts receivables, and accounts payable.
- Direct bank reconciliations.
- Direct data entry of all receipts and preparation of miscellaneous billings.
 - Review preparation of applicable journal entries.
 - Review accounts receivable aging report monthly and follow-up as necessary.
- Oversee payroll reconciliation.
 - Verify that all payroll accounts in general ledger are balanced. Review preparation of payroll journal entries.
 - Verify that all State and Federal quarterly and year-end reports are filed timely. Ensure that all withholding taxes are paid according to Federal and State regulations.
- Direct the maintenance of fixed asset records.
- Direct and oversee annual W-2 reporting to employees and IRS
- Direct and oversee annual 1099 reporting to contractors and IRS.
- Provide for adequate backup of staff people on leave.
- Assist the Fire Chief, when necessary, with various projects or assignments.
- Project monthly, quarterly and annual cash flows to determine possible deficits and shortfalls.
- Performs other duties as assigned.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Chief and Fire Board as the needs of the Fire District change over time.

KNOWLEDGE AND SKILLS REQUIRED:

- Considerable knowledge of modern governmental accounting theory, principles, and practices.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of payroll and accounts payable functions.

- Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.
- Ability to prepare and analyze complex financial reports.
- Ability to accurately account for District funds with a high level of accuracy.
- Ability to maintain efficient and effective financial systems and procedures.
- Exceptional attention to details.
- Ability to establish and maintain effective working relationships with employees, the Fire Board, and the public.
- Ability to effectively communicate in both written and verbal formats.
- Willingness and ability to participate in a team-oriented environment.
- Strong problem-solving abilities.
- Ability to maintain confidentiality.
- Ability to manage multiple projects simultaneously.
- Ability to work under pressure and/or frequent interruptions.
- Ability to attend evening meetings when needed.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire District stations and administrative offices.

Physical and Environmental Characteristics:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

REQUIRED QUALIFICATIONS AT TIME OF APPOINTMENT:

- Bachelors’ degree in accounting.
- Minimum five years of experience in public accounting.
- CPA certification preferred.
- Supervisor experience necessary, along with excellent public relations skills.

REQUIRED QUALIFICATIONS WITHIN TWO OF YEARS OF APPOINTMENT:

- CEVO/EVOC Training.
- NIMS 100, 200, 300, 400, 700, and 800.

RESIDENCY:

There are no residency requirements for the position of Finance Manager.

MEDICAL:

Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Finance Manager at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties as a finance manager in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS:

Wages and benefits are determined by the Western Lakes Fire District Board.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

In signing this job description, the applicant/employee understands the requirements of the position of Finance Manager and further understand that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date

REVISION HISTORY

07-24-2023 Initial publication.