

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

District Headquarters
9500 Stonestreet Road
Louisville, Kentucky 40272
502-935-3878

EMPLOYMENT OPPORTUNITY

Finance Administrator

Position Posting

The Pleasure Ridge Park Fire Protection District (PRPFPD) is seeking to fill the position of Finance Administrator. PRPFPD provides both fire and emergency medical services and is a growing community in Southwest Jefferson County, Louisville Ky. PRPFPD is a growing department with over 110 full-time employees and 60 part-time employees staffing 5 (five) full-time fire stations and 1 (one) part-time fire station with EMS capabilities. PRPFPD runs 3 (three) full-time ambulances with 2 (two) ALS fly car positions with 1 (one) medical supervisor daily and 1 (one) Battalion Operations Chief. The PRPFPD community is made up of both residential and commercial/industrial businesses.

The Finance Administrator is responsible for administering budget and cost controls, financial analysis, accounting practices and reports. Analyzes and interprets financial data and recommends changes to improve systems and financial performance. In addition, accounts for and completes all payroll entries and employee benefits.

Position Benefits include:

- 40-hours plus Department accrual vacation
- Fully paid single/family medical-dental-vision
- KY State Retirement plan
- Education assistance program
- Deferred compensation
- 40+ hour work week
- Peer support program

Applications can be downloaded from the Pleasure Ridge Park Fire Protection District official website, at: www.prpfire.org under the Employment Tab, click on Application Packet.

Application and resume may be dropped off at District Headquarters between the hours of 9:00 am and 3:00 pm Monday through Friday beginning June 17, 2024, and ending at 3:00 pm on July 19, 2024. A screening process will be completed before interviews are scheduled.

Any further questions or request for additional information should be directed to prpfireadmin@prpfire.org

Page intentionally blank

PLEASURE RIDGE PARK FIRE DISTRICT POSITION DESCRIPTION

Finance Administrator

Division: Administration
Supervised by: Deputy Fire Chief
FLSA Status: Exempt / Career
Effective: June 6, 2024

GENERAL PURPOSE

Under minimal supervision, administers budget and cost controls, financial analysis, accounting practices and reports. Analyzes and interprets financial data and recommends changes to improve systems and financial performance.

SUPERVISION RECEIVED

Work under the direct supervision of the Deputy Fire Chief

SUPERVISION EXERCISED

Directly Supervises Financial Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Design, manage and direct budget and audit process
- 2) Manage and design internal controls
- 3) Design and administrator accounting practices
- 4) Manage the recording of financial information in accordance with GAAP – Generally Accepted Accounting Principles
- 5) Prepare various financial reports
- 6) Analyze and interpret financial data, including prepare presentations for the Board of Trustees
- 7) Review contracts for financial accuracy
- 8) Review payables for proper coding, approval and payment
- 9) Forecast cash requirements and obligations to maintain adequate funds
- 10) Perform other financial related duties as assigned
- 11) Reconcile Financial Statements
- 12) Oversees all payroll

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or a related field, plus three to five (3-5) years of practical accounting experience.

A combination of education and experience may be substituted when proficiency is demonstrated. Formal application; written test; practical skills examination; oral examination; background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination.

The incumbent must be able to pass any required drug test and be able to maintain the confidentiality of any information s/he encounters. Reasonable accommodation may be provided for those who are able to perform the essential duties of the job.

Sitting for long periods of time at a desk. Constantly looking at a computer screen. Must be able to see, hear and speak. Movements frequently and regularly required using the wrists, hands and or fingers. Frequently need to talk and listen. Lifting can be accommodated. The building is wheelchair accessible.

MACHINES, TOOLS, EQUIPMENT:

Computer, tablet, printer, copier, scanner, fax, calculator, digital telephone, shredder and other office equipment

SPECIALIZED SKILLS AND KNOWLEDGE:

The incumbent must have computer skills. Experience with Windows based applications is essential with skill using word processing, databases, spreadsheets with financial data, pivot tables, charts, graphs, and e-mail.

WORK ENVIRONMENT

This work is performed in an office environment, which can include stressful situations because the building houses a busy, active fire and EMS station and the district headquarters.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.

PRPFD maintains a drug-free environment.