



**JOB DESCRIPTION: DIRECTOR of ADMINISTRATION & FINANCE**

**STATUS: Full-time, Exempt, Salaried**

**Effective Date: 12/01/2024**

**Approved: Chad Kimple, Interim Fire Chief**

### **POSITION SUMMARY and RESPONSIBILITIES:**

Reporting to the Orcas Island Fire & Rescue (OIFR) Fire Chief, the Director of Administration & Finance will serve as an integral member of the administrative team and will be responsible for operationalizing Finance, HR and Facilities Operations strategic plans. The Director is a highly visible and strategic administrator with oversight and leadership across finance, talent management and engagement, labor relations, benefits and pension oversight, document management, public records, facilities, and office management.

The Director will bring innovative thinking and perspective on how the functional areas they oversee operate. This strategic-minded Director will come with success in building and leading finance and HR initiatives that help drive business improvement to fulfill OIFR's mission.

In close collaboration with the OIFR Fire Chief and the management team, this individual will be instrumental in the continued growth of OIFR and work to implement all plans for financial and staff stability.

*Specific responsibilities will include, but are not limited to the following:*

#### **Leadership**

- Serve as an integral member of senior leadership and close partner to the Fire Chief in driving OIFR's long-term financial and people strategies;
- Establish a vision and goals for administrative performance—develop and execute strategies and tactics that achieve tangible results;
- Serve as a bridge between The Fire Chief's and Board of Commissioners' priorities and mandates and delivery of work products, ensure comprehensive plans are in place that maximize mission and revenue forecasts;
- Serve as a Finance/HR liaison for relevant board committees, effectively communicating and presenting critical administrative matters and performance indicators at select board and committee meetings.

#### **Staff and Budget Management**

- Attract, engage, develop, and retain talent. Promote a culture of accountability, strong integrity, high performance, meaningful collaboration, and continuous improvement that values learning, a commitment to quality and a commitment to the OIFR mission;
- Manage functions include finance, talent management and engagement, labor relations, pension oversight, facilities, and office management. Direct reports to the Director include an Executive Assistant, Part-time bookkeeper, and a Volunteer Coordinator.
- Assist the Fire Chief in leading the planning and budgeting process to maintain a sound financial basis for the organization, supporting both short-term and long-term needs and the strategic objectives of the department;
- Serve as a visible and active member of the team; willing to roll up their sleeves to gain knowledge and understanding of the department in order to drive cross functional



**JOB DESCRIPTION: DIRECTOR of ADMINISTRATION & FINANCE**

**STATUS: Full-time, Exempt, Salaried**

**Effective Date: 12/01/2024**

**Approved: Chad Kimple, Interim Fire Chief**

coordination;

- Encourage next level leadership through the mentoring of staff; assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

**ESSENTIAL JOB FUNCTIONS**

**Finance Management**

- Account Payable and Receivable
- Payroll
- Investments - LGIP
- Budget Planning
- Reconciliations – 5 Accts.
- Audit Monitoring
- Monthly, Quarterly and Annual Reporting
- Cost Recovery Program
- Responsible for both Federal and State Audits
- Performs other duties and special projects as assigned.
- Policy development, implementation and revision
- Write, execute and manage grants

**Human Resources**

- Talent Acquisition
- Labor Management
- Employee Relations
- Conflict Management and Support
- Corrective Action processes
- Policy development, implementation and revision
- HIPAA Compliance
- Wellness
  - Schedule blood draws, TB tests, physicals
  - Annual Wellness & Wellness for Membership & New Recruits
    - Scheduling Members
    - Scheduling Integrity Safety
    - Enlisting Volunteers to Facilitate Wellness Days
  - Tracking of New Membership Status Relative to Wellness
- Facilitate Volunteer Benefits
  - BVFF Pension and Disability
  - VFIS Group Term Life, Accident and sickness
  - Trusteed or WFCA Medical Only – Member Paid (Trusteed)
  - Aeromedical Services Membership
  - Orcas Athletics
  - Medical Reimbursements
- Facilitate Career and Administrative Staff Benefits
  - Trusteed – Medical, Vision and Dental (WFCA)
  - DRS Pension, both LEOFF and PERS



**JOB DESCRIPTION: DIRECTOR of ADMINISTRATION & FINANCE**

**STATUS: Full-time, Exempt, Salaried**

**Effective Date: 12/01/2024**

**Approved: Chad Kimple, Interim Fire Chief**

- Nationwide Deferred Compensation
- Cigna Life and Disability Insurance

**Facilities Operations**

- Purchasing (except some Medical Supplies)
- Risk Management – property, casualty, liability auto insurances BVFF Pension and Disability
- Document and Electronic Document Management
  - Retention
  - Archiving
  - Managing Public Records Requests

**PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

The Director of Administration & Finance must be passionate about OIFR’s mission. The Director must be a highly credible, proven, and proactive professional with at least 8 years of combined Finance/HR/Labor Relations leadership experience in a public service organization. Experience working within a unionized professional staff/volunteer hybrid environment with prior pension oversight experience a plus.

The successful candidate will be an inspirational and dynamic leader that will embrace cultural diversity and be dedicated to fostering a work environment that respects individual differences.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- At least 8-10 years of leadership experience with oversight across the finance, human resource, and facilities/operations management functions;
- A strategic and creative thinker with the agility to balance competing priorities, complex situations, and tight deadlines. Comfortable managing with ambiguity;
- Leadership skills required to define and clearly communicate OIFR's vision and infuse innovative and fresh perspectives in functional operations under the oversight of this position;
- Experience translating strategic vision into operational success, experience setting and measuring performance against targets within a complex and evolving operational environment. The ability to quickly adapt plans as new opportunities and challenges emerge using advanced problem solving and process improvement skills
- Post-secondary schooling in business, finance or accounting. Bachelor’s degree preferred.
- Public sector finance experience preferred.
- A combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job may be considered.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge and application of principles and practices of Accounting
- Proficient in various software applications including Microsoft Office Suite (Word, Excel, Outlook) and automated accounting systems
- Strong organizational and analytical skills
- Ability to work independently when required, prioritize workflow and meet recurring deadlines
- Excellent communication skills and the ability to build and maintain relationships
- A strong sense of integrity
- Attention to detail and accuracy



**JOB DESCRIPTION: DIRECTOR of ADMINISTRATION & FINANCE**

**STATUS: Full-time, Exempt, Salaried**

**Effective Date: 12/01/2024**

**Approved: Chad Kimple, Interim Fire Chief**

**WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- To successfully perform the essential duties of this position, an individual must be able to sit or stand at a desk for extended periods, and use office equipment, including phones, computer keyboards, monitors, and scanners. Vision sufficient to view, interpret and prepare financial records and spreadsheets. Individuals must be able to engage with staff, partners, and vendors over the phone, electronically and in-person. Regular attendance is an essential function of the position.
- Position may require occasional evening hours to attend meetings or events.
- There may be limited local travel requirements to meet business needs such as banking, attend meetings, etc.  
Reasonable accommodations may be made to assist individuals with disabilities to perform essential position functions.

*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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*