

**Interior Region EMS Council
Position Description**

Fiscal & Business Operations Manager
Revised September 25, 2017

DESCRIPTION:

Under general direction of the Executive Director, manages the fiscal affairs and annual budget for the Corporation, manages the day to day business operations and functions as the primary Information Technology (IT) person. Maintains the fiscal accounting system, including inventory maintenance, ensures compliance with applicable regulations and manages the corporate insurance portfolio; is responsible for design and maintenance of the corporate central accounting system, providing for examination, audit and control of state and project income funds; is responsible for ensuring State and Federal grant fiscal and administrative compliance. Performs research, analysis, planning and coordinates projects for the development and implementation of IREMSC programs.

DUTIES:

1. Manages the finances of IREMSC; continuously monitor budget expenditures and request budget revisions when necessary; assure program and fiscal grant compliance; assure proper documentation of all budget expenditures following state and other applicable funding guidelines and generally accepted accounting procedures; approve and monitor all expenditures; identify and invest funds not needed for current cash flow. Conduct long range financial planning prepares marketing plan for generating project income and facilitates fund raising activities as required.
2. Responsible for all financial procedures and records. This responsibility includes, but is not limited to:
 - a. Development and maintenance of accounting and other financial management policies and procedures
 - b. Maintenance of banking and investment accounts.
 - c. Performs or manages all delegated tasks regarding the daily functions for Accounts Receivable, Accounts Payable, Payroll, and Inventory.
 - d. Maintenance of subsidiary ledgers: cash disbursements, cash receipts, accounts payable, payroll and month-end payroll summary, accounts receivable summary, leave balances and produces staff leave reports, and journal entries for adjustment to the general ledger.
 - e. Development and supervision of inventory system including numbering system and other aspects of inventory organization and record keeping, oversight of physical inventories as needed, and maintenance of inventory adjustment entries.
 - f. Generation of trial balances, financial reports as required and balance sheet.
 - g. Preparation of monthly and quarterly reports that include accounts payable reconciliation, accounts receivable reconciliation and statements, cash flow reports and balance sheets.
 - h. Preparation and submission of all applicable federal tax forms and State grant reports
3. Conducts internal reviews and audits of grant and operating funds.
4. Supervises development, execution, evaluation and revision of the IREMSC annual budget by identifying specific cost factors and budget estimates based on historical data, projected annual increases and program objectives; preparation of annual budget request in state and other funding applications.
5. Provides policy interpretation regarding fiscal issues and prepares briefs.
6. Develops and oversees purchasing system including bids and quotations from potential vendors and

contractors. Inspects documentation for incoming supplies and equipment, ensuring that quality and quantity of the materiel agree with the supporting documentation. Prepares and/or processes follow-up to supply sources as necessary.

7. Coordinates Code Blue Grant purchases, including billing for community match, correspondence with communities regarding items to be purchased and quotes. Maintains Code Blue subsidiary ledgers and process State quarterly reports
8. Prepares, validates, and enters computer data to establish revise and maintain master inventory records and property accounting records.
9. Manages Human Resources including the administration of IREMSC staff insurance and retirement programs.
10. Serves as the primary Information Technology (IT) liaison and coordinator for the organization. This does not necessarily include technical knowledge or responsibilities, but rather involves:
 - a. Coordination of staff needs with qualified outside technical services and vendors
 - b. Ensuring that computers, networks and all other aspects of IT systems are compatible and meet identified needs.
 - c. Coordination and security of all business-related computer, software, and internet site passwords used by all employees.
 - d. Maintenance and coordination of company website and all other web presences. This will be done in conjunction with other staff members who will be responsible for content in their own areas of responsibility or activity.
 - e. Coordinates the establishment and maintenance of office-wide electronic document filing system.
11. Composes general office correspondence as needed, handles routine matters, monitors and reviews all staff correspondence, oversees quarterly and other reports and checks for compliance with rules, regulations and administrative procedures, and other similar tasks.
12. Coordinates all office keys. Maintains Office Key log and issues keys to instructors, cleaning staff, and others needing access to IREMSC's premises.
13. Manages and coordinates purchase of office supplies and status of general office machines, including contracts and leases.
14. Manages and coordinates facility systems which require maintenance including building maintenance, cleaning, snow and ice removal, grounds-keeping, and other maintenance as needed.
15. Assists boroughs, cities, ambulance services, first responder services or other entities with regard to fiscal management if requested.
16. Develops and implements fiscal technical management assistance programs for the volunteer ambulance and first responder services.
17. Assists the Training Coordinator in designing and development of reports from the State ePCR program, AURORA.
18. Directs special projects and programs which are of a temporary or ad hoc nature as assigned.
19. Assist the Executive Director in conducting periodic and special reviews and evaluations of program plans, goals and activities.

20. Performs the annual evaluations in collaboration with the Executive Director for staff under their direct supervision.
21. Other duties as assigned by the Executive Director.

REQUIRED EDUCATION, KNOWLEDGES AND EXPERIENCE:

Knowledge of: Organization and management theory and practice; budgetary and financial controls; logistics; group and human relations; and personnel management; applications of data processing and terminology as it applies to administrative tasks; principles of office management, including accounting, requisitioning, filing, information collection and summary methods; filing systems; and familiarity with state and municipal forms of government.

Ability to: Apply principles and practices of financial management; enforce rules and regulations; plan organize, evaluate and coordinate a variety of activities; provide leadership through advice, persuasion, consultation and cooperation with others; supervise the work of others; prepare reports, analyze issues and develop solutions; develop position papers; speak and write effectively; interpret and apply corporate and state policies and regulations; use discretion and independent judgment in evaluation of information.

1. Graduate of a college or university with a degree in business management with accounting emphasis. Two years of increasingly responsible professional accounting and supervisory experience in office and fiscal management. May substitute five years of accounting and managerial experience for degree.
2. In depth knowledge of computer fund accounting methods and procedures and spread sheet, data management and word-processing software.
3. Able to be bonded and/or pass a background check.
4. Strong organizational skills.
5. Strong oral and written communications skills.

PREFERRED EDUCATION, KNOWLEDGES AND EXPERIENCE:

1. Three years' experience with state or federal grant applications.
2. Two years general management experience with supervisory responsibility for personnel and material functions.
3. One year experience in non-profit corporations.
4. Experience with multi-cultural groups with diverse backgrounds.
5. Fluency with computer management information systems and accounting programs.
6. Knowledge of EMS systems.
7. Experience with website publishing.