



The Position

The Finance Manager is an executive management position that reports to the Fire Chief. This position has a wide range of responsibilities including, but not limited to, projections, budgeting, organizing and participating in annual financial audits, presenting monthly financials to the board of directors, forecasting and keeping the District compliant with state and local government for special districts. If you are energetic, self-motivated and like to work in a fast-paced environment, we want to hear from you.

Requirements & Qualifications

The ideal candidate will have knowledge of the following:

- Theory, principles, practices, techniques of public administration, public financing, financial management, and long-range planning applicable to a special district
- Principles and practices of special district accounting and methods of financial control/reporting
- Research methods, statistical and financial analysis, and modeling
- District operations and functions and associated financing, budgeting, and purchasing, and payroll
- Human resources procedures and practices, workers compensation, health benefits, labor negotiations, risk management oversight and liability insurance as it relates to the District and employees
- California Public Employees Retirement System (CalPERS)
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility
- Principles and practices of effective management and supervision



Duties

- Plan and manage a full range of district finance and accounting activities, including budget preparation, cash flow, accounts receivable, accounts payable, payroll, and use of QuickBooks
- Understand, interpret, explain, and apply federal, state, and local regulations applicable to areas of responsibility
- Present information clearly at an executive level
- Conduct research, compile and analyze information, and prepare comprehensive reports, financial analyses, and other written materials
- Establish and maintain positive and effective working relationships with district employees and those outside the district

Education and/or Experience

- BA/BS in Finance, Business or related field preferred; CPA desirable
- California Class C driver license and satisfactory driving record
- Five years of progressively responsible experience in finance, operations, human resources, and budget management
- Experience in special district administration preferred; experience in fire district administration a strong plus

Salary and Benefits

- \$94,000-\$104,000
- CalPERS retirement: 2.7% at 55 for classic members; employee pays 8 percent employee contribution. New CalPERS—PEPRA members: 2% at 62; employee pays 6.25 employee contribution
- District-paid medical, dental, and vision insurance up to a set cap; employee pays costs above set cap
- District-paid life and long-term disability insurance
- PERS 457 deferred compensation, District matches up to \$200 per month
- Paid administrative, vacation, holiday, and sick leave
- Supplemental insurance and AFLAC benefits available, paid by employee

About Windsor Fire

Windsor Fire Protection District is an independent fire district that serves 30,000 within the Town of Windsor and surrounding rural areas. Three central Sonoma County fire agencies aim to join forces with the district as part of the Sonoma County Fire District, which is in the process of being formed. Windsor, Rincon Valley and Bennett Valley fire districts and the Mountain Volunteer Company are on track to be one agency by this spring. The plan is backed by the Board of Supervisors which has long favored consolidation as well as the governing bodies of the organizations and the workforce. The new 160-square-mile district with 75,000 residents would cover about a tenth of the county that encircles the City of Santa Rosa. It could serve as a template for future consolidation in fire service. On their own, Rincon Valley, Bennett Valley and Mountain face severe financial loss in property tax revenue from thousands of burned homes and the risk in the next few years of budget and staff cuts. Consolidating should help shore up the financial outlook, according to a county analysis. The finance manager will be working within the new entity.

About Windsor

The Town of Windsor is a growing residential community of 28,000 in the Sonoma County wine country, 70 miles north of San Francisco. Windsor boasts excellent schools, beautiful neighborhoods and parks, and an extensive bike and hiking trail system. Old Downtown Windsor is home to a nationally renown mixed-use neighborhood that borders the Town Green, a 4-acre community gathering site that hosts farmers markets, concerts, and other community events. The ocean, redwoods, and many wineries are within a short drive. For more information, visit www.townofwindsor.com.

Application Process

Application packet must include the following:

- Cover letter
- Visit www.cscfire.org for employment application
- [Employment application](#)
- Résumé
- DMV printout (past 12 months)

Application packets should be mailed to Windsor Fire, PO Box 530, Windsor, CA 95492-0530. The position will remain open until filled; however, first review of applications is scheduled for December 20, 2018.

Hiring Information

- Employment offers are normally subject to reference and background checks including fingerprint clearance
- The District may require a pre-employment physical examination, paid by the district

Important Information

Windsor Fire Protection District is committed to fostering a safe, pleasant, and harassment-free work environment

Windsor Fire Protection District is an equal opportunity employer. All interested parties are encouraged to apply.



NOTE: Information contained in this announcement does not constitute an express nor implied contract, and the information provided is subject to change: It does not necessarily include all duties and responsibilities required of the position.