



ORANGE COVE FIRE PROTECTION DISTRICT

550 Center Street • Orange Cove, CA 93646

Office (559) 626-7758 • Fax (559) 626-3909

On the web visit: www.orangecovefire.com

Office/Finance Manager

(remote employment)

\$24.50 per Hour

Position Summary

The Office Manager oversees the financial and records management functions of the Fire District. This position provides comprehensive clerical and operational support to the Fire District Board and Fire Chief while ensuring compliance with applicable municipal laws, regulations, policies, and procedures.

Essential Duties and Responsibilities

- Manage recordkeeping systems, including personnel files, financial documents, and other official records.
- Process payroll, accounts payable, accounts receivable, and quarterly federal tax returns.
- Prepare, maintain, and reconcile financial records.
- Support human resources functions, including maintaining confidential personnel records and obtaining and maintaining health insurance information, and filing and processing workers' compensation claims.
- Provide clerical and administrative support to the Fire District Board.
- Prepare meeting agendas, notices, staff reports, and related materials.
- Coordinate and maintain required election-related and regulatory filings.
- Prepare the annual budget and support long-range financial planning.
- Monitor expenditures, analyze budget-to-actual variances, and resolve financial discrepancies.
- Coordinate and support annual audits, including preparing documentation and responding to auditor requests.
- Track financial performance and recommend corrective actions to help ensure established financial objectives are met.
- Perform other related administrative duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of office administration, accounting principles, budgeting, payroll, and financial recordkeeping.
- Ability to prepare clear reports, agendas, minutes, correspondence, and financial documents.
- Strong organizational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Ability to manage multiple priorities, meet deadlines, and work independently.
- Proficiency with standard office equipment, computer applications, accounting systems, and electronic record-management tools.
- Effective written and verbal communication skills.