ST. LUCIE COUNTY FIRE DISTRICT

CLERK TREASURER OPPORTUNITY:

Why Join Our Team

Join the dynamic team at the St. Lucie County Fire District (SLCFD) in Port St. Lucie, Florida, as our next Clerk/Treasurer!

We're looking for a highly organized and detail-oriented, executive level professional to lead the Fire District’s Clerk/Treasurer’s Office. As a key member of our Leadership Team, you'll play a vital role in shaping the Fire District’s future, overseeing everything from serving as financial officer, day to day operations of the Finance Division, daily business activities of the Fire District’s budget and statutory clerk/treasurer functions and more.

The Fire District is the largest fire/EMS provider on the Treasure Coast. The Fire District operates 17 fire stations, which protect 328,297 residents and covers 688 total miles with 572 square miles of land area. During 2022, the Fire District responded to 62,919 calls.

While most employees are firefighters, there are support staff positions as well, including, but not limited to, finance, information technology, human resources, billing and vehicle mechanics.

SLCFD is an exciting place to work and offers a top-notch work environment. Chosen and recognized as one of the "Best Places to Work” in St. Lucie County for three years in a row.

About Port St. Lucie

[**Port. St Lucie**](https://www.cityofpsl.com/home/showdocument?id=10216&t=637854562767692632) has earned attention from numerous sources in recent years. A few of its accolades:

* 5th fastest-growing city in the US for 2023 (PSL)
* 7th best beach town to retire in the US (PSL)
* 8th best place to live in Florida (US News and World Report)
* 2nd safest places to live for 2022 (US News and World Report)

What We Offer

We offer a competitive salary range of $121,421.17 to $207,404.90, alongside a comprehensive benefits package including healthcare, retirement plans, life insurance, and professional development opportunities.

In 2023, we spent approximately $4,534/yr. per employee towards all training expenditures, which included training 97.3% of our workforce.

We strive to cultivate a work environment that encourages invested and empowered workers.

About this Role

*Overview:*

Executive level work conducting the daily business activities of the Fire District’s budget and statutory clerk/ treasurer functions along with implementing policies. While the daily operations shall be directed by the Fire Chief, the Clerk Treasurer ultimately reports to the Fire District Board of Commissioners

This is a full-time, non-represented position. Work Hours: 8:00 am - 4:30 pm, Monday – Friday

*What you’ll Do:*

**Strategic Collaboration and Communication**

* + Supports and carries out the Fire District’s Mission Statement, goals and objectives.
  + Maintain a positive work environment in accordance with District Rules and Regulations.
  + Verbally communicates in a clear and understandable manner.
  + Maintains strong, active contacts with internal and external stakeholders, effectively communicating financial strategies and reports.
  + Participates in administrative meetings, including agenda preparation and strategic discussions, to align financial management with organizational objectives.

**Financial Management and Reporting**

* + Plans, organizes, manages and directs the overall activities and functions of any assigned office staff.
  + Develops and implements strategic financial planning, budgeting and forecasting processes to ensure financial stability and growth.
  + Oversees cash flow management, investment strategies and comprehensive financial reporting.
  + Manage accounts payable and receivable, ensuring timely payments and revenue collection.
  + Prepare and present financial reports to the Fire District's board.
  + Reviews and approves financial matters such as: purchase requisitions, check requests, memorandums and vendor payments.
  + Directs preparation of financial reports and schedules.
  + Reviews general ledger, cash management transactions, financial data, bond documents, monthly financial reports and year-end audits and budgets.
  + Oversees the capital improvement program, including project analysis, report preparation and financial oversight to ensure strategic investment in infrastructure and assets.
  + Directs the preparation and analysis of financial reports, ensuring clarity, accuracy and transparency. Adjusts financial strategies based on comprehensive data analysis to meet organizational needs.

**Record Keeping and Documentation**

* + Maintain accurate records of the Fire District in accordance with the Charter.
  + Ensure the security and confidentiality of all District records.
  + Ensure prompt compliance with Florida Public Records law.

**Budget Preparation and Administration**

* + Coordinates the annual budget kickoff.
  + Assist in the preparation of the annual budget, including estimating revenues and expenses.
  + Monitor budget performance and provide reports to the Fire Chief and Fire District's Board.
  + Work with Division heads to manage budget allocations and adjustments.
  + Responsible for developing, implementing and reviewing accounting standards/controls.
  + Assess the financial implications of agenda items to ensure compliance with budgetary constraints. This involves scrutinizing proposed expenditures and revenue items to ensure they align with budgetary allocations and financial objectives.
  + Monitors the effectiveness of budgetary applications and programs; makes adjustments as necessary to achieve objectives within available resources. Develops both short and long-range fiscal plans.
  + Attends and participates in administrative meetings such as: agenda preparation, staff, Division head, Fire Board meetings and Union negotiations.
  + Provides support and assistance to all staff members and Division heads regarding financial policies and procedures.
  + Assists with the Fire District's budget, including preparation, monitoring and reporting.
  + Responsible for procedural compliance required or necessary for adoption of the Fire District’s budget.

**Payroll**

* + Review and approve personnel action forms, including employee onboarding, terminations, promotions and changes in employment status, ensuring compliance with District policies and procedures.
  + Oversees and manages any Fire District sponsored supplemental retirement plan.

**Compliance and Risk Management**

* + Ensure compliance with local, state, and federal laws and regulations applicable to the Fire District's operations as it relates to finance.
  + Work with auditors to ensure proper compliance with state and federal regulations.
  + Responsible for Truth in Millage, which establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements.
  + Prepares special reports, analysis and management studies, and fulfills reporting requirements under state and local law.
  + Arranges and publishes notices of meetings and ordinances related to finance as required by law.
  + Engages in ongoing professional development to remain current with industry trends, standards and technologies.

*What you’ll Need:*

* Graduation from an accredited four (4) year college or university with a Bachelor’s Degree in Accounting, Business Administration, Financial Management or a related field.
* Master’s Degree preferred.
* 8-10 years’ experience in a responsible accounting operation with two (2) years’ experience in supervision.
* Certified Government Finance Officer obtained within the first 12 months of employment.
* Government finance experience.
* Ability to travel on occasion.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

*KSA’s:*

* Knowledge and experience in modern management/supervisory principles and practices.
* Knowledge of finance and accounting principles.
* Knowledge of and proficiency in computer systems pertaining to accounting and financial management and records management (i.e. Central Square, Finance Enterprise, Microsoft, Excel)
* Knowledge of budgeting and financial reporting systems.
* Ability to lead and motivate employees.
* Ability to analyze financial data and discern underlying management problems and provide recommendations for solutions.
* Ability to read, write, speak, understand and communicate sufficiently and effectively to perform the duties of the position.
* Ability to make and use sound decision-making principles.
* Skilled at making public presentations.
* Ability to foster and maintain positive community relations.
* Skilled in the use of PCs for analysis and report development.

**APPLICATIONS:** Applications must be completed for consideration; the link and required documents: Authorization To Release and Fair Credit Reporting Forms are available on the Fire District’s website at <https://www.slcfd.com/Jobs.aspx>.

To apply go to [**www.slcfd.com**](http://www.slcfd.com). On the banner at the top select **How Do I**, then under **Apply** select **Jobs**. Applications will be accepted until the position is filled.

***EOE/VET PREF/Tobacco free Workplace\Drug Free Workplace***