



Village Fire Department

Administrator/Finance Director

Pay & Benefits:

- Annual salary based on qualifications and experience
- Medical, Dental, & Vision Insurance – Employee covered at 100%, dependent(s) covered at 75%
- \$50,000 department-paid Life/AD&D policy
- Department-paid Long-Term Disability (LTD) policy
- TMRS retirement – 7% employee contribution, 2 to 1 department match
- Nationwide 457(b) – annual employer contribution 2% of base pay after 1 year service requirement
- Longevity paid at \$4.00 per month, per year of service
- Annual paid time off: 48 hours sick, 90 hours vacation (7.5hr accrued monthly), 10 holidays (8hr each)
- Social security
- Optional: deferred compensation retirement, AFLAC policies, and pre-paid legal services

Job Summary:

Under supervision of the Fire Chief, the Administrator/Finance Director will perform the day-to-day functions of the fire department's general accounting, auditing, and maintaining financial records in accordance with GAAP, GASB, federal, state, and local law.

Essential Duties and Responsibilities:

- Provide support and reports for the Fire Chief
- Maintain effective working relationships with employees, city officials, and the general public
- Supervise the Administrative Specialist and Dispatchers
- Develop and administer bid specifications as required
- Attend and record Fire Commission board meetings
- Prepare and distribute documents for board meetings: agenda, minutes, board package
- Update & maintain records retention schedule, filing, and all records pertaining to the department
- Develop and administer the department budget and financials
- Primary responsibility for annual financial audit
- Provide oversight for the fuel delivery billing and logistics
- Other duties as assigned

Finance Director Duties:

- Develop and prepare annual budget, including current and ensuing year projections for revenues, and expenses for all funds: operating, capital replacement, EMS, fuel, & facility
- Present the budget to the Fire Commission at Budget Workshop meetings & City Council meetings
- Develop finance and accounting policies and procedures
- Ensure the department is following state and local purchasing laws by reviewing purchases or purchase orders before items are ordered
- Provide accurate, timely, and relevant recording of all financial transactions
- Process accounts payable, enter data, print checks, process electronic payments
- Prepare monthly fuel invoices for participating entities

- Monitor and track monthly payments from participating entities to Village Fire Department
- Reconcile all bank statements monthly and other accounts to general ledger and identify and resolve discrepancies
- Prepare monthly journal entries, including but not limited to cash receipts, manual checks, payroll
- Prepare and review monthly balance sheet and income statements for all funds
- Monitor expenditures, analyze and research financial activity against budget and prior year actuals
- Present monthly financial reports at Fire Commission & City Council meetings
- Develop and prepare budget transfers and budget amendments for the Fire Commission's approval
- Prepare year-end journal entries and auditors schedules for the annual financial report
- Process year-end 1099s
- Assist with logistics (finance, purchasing, support, etc.) during disasters
- Monitor and track all expenditures related to all grants, including FEMA; prepare and submit reports, as necessary
- Provide information to Fire Chief and Commission as requested on various financial matters
- Liaison to the bank depository
- Liaison to the auditor
- Assist with adding, removing, changing property reports for insurance purposes

Human Resource Duties (in conjunction with the Administrative Specialist):

- Maintain and update personnel files for all employees
- Coordinate all hiring processes, including mandated paperwork, background checks, pre-employment drug and physical screenings
- Serve as back-up for semi-monthly payroll processing
- Administration of health and life insurance benefits administration for VFD employees and employees within the Villages Mutual Insurance Group (co-op)
- Manage administration of all other VFD employee benefits

Knowledge and Skills:

- Intermediate to advanced skills and knowledge of Excel and other Microsoft Office/365 applications
- Proficiency in accounting software, specifically QuickBooks and Accounting CS
- Knowledge of accepted accounting principles, practices, and procedures including GAAP and GASB
- Knowledge of state and local purchasing laws
- Detail oriented to ensure consistency and accuracy in financial reporting
- Analytical and critical thinking skills for dissecting financial data and drawing meaningful insights
- Effective written and verbal communication skills
- Strong problem-solving skills to identify issues, analyze, find solutions, and improve efficiency

Minimum Qualifications:

- 2-4 years of accounting/finance experience, preferably in a municipal setting
- Bachelor's degree in public administration, accounting, finance, or related field, or an equivalent combination of education, training, and experience

Village Fire Department Employment Application



Dear Applicant,

Thank you for your interest in employment with the Village Fire Department.

We have prepared the following information to assist you in the application process. Continuation in this process is contingent upon successful completion of all required information and documents. It is your responsibility to provide copies and other documents required.

Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.



Village Fire Department

Required Documents

Required Documents

The following documents must be submitted for consideration. You are responsible for assuring that the copies are legible for review and that all certificates are current. Attach all copies of the required documents to your application submittal. If all required copies of documents are not attached, the application will not be processed. **You are responsible for your own copies.**

1. **Application** - Completely fill out the application. Do not leave any blanks. Use full names, addresses, zip codes, and telephone numbers. An incomplete application may slow down or terminate the application process.
2. **Valid Texas Driver's License**
3. **Social Security Card**
4. **Birth Certificate or Valid Passport**
5. **High School Diploma or GED**
6. **College Diploma, if applicable**
7. **Certification(s) related to the position, if applicable**

Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

Application can be mailed to:

Village Fire Department
Human Resources
901 Corbindale Road
Houston, TX 77024

Contact Information

☎ 713-468-7941
📠 713-468-5039
✉ careers@villagefire.org
🌐 www.villagefire.org



Village Fire Department





Instructions for Completing the Application

- Please TYPE or PRINT in INK
- **All information** requested **must be completed** on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are the official property of the VFD and will not be returned, reused, or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, and the job title applied for.
- Only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.
- Village Fire Department is an equal opportunity employer.
- If you require accommodation during the application/interview process, please call Human Resources at 713-468-7941.
- Please make sure you meet the minimum qualifications and the application deadlines (if applicable).
- Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

Application can be mailed to:

Village Fire Department
Human Resources
901 Corbindale Road
Houston, TX 77024

Contact Information

 713-468-7941
 713-468-5039
 careers@villagefire.org
 www.villagefire.org

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: **Administrator/Finance Director**

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Drug-Free Environment: The Village Fire Department is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug alcohol screen will result in denial of employment.

Falsification of Information: I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation, or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment., Further, I understand that I am required to abide by all rules and regulations of the Village Fire Department.

Verification of Information: I authorize the Village Fire Department and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested. I understand that employment processing may include a criminal background check, drug screening, and/or review of the driving record. I hereby release the Village Fire Department and its agents from all liability in making any investigation and inquiry relative to the information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening if required.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The City will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I have read and agree to the above statements

Signature: _____ Date: _____