

Business Administrator/Office Manager

**Starting Salary Range \$50,000-\$70,000
(Based upon experience) (Experience Preferred)**

Employee performs professional level work of considerable complexity and high accountability. Employee must exercise considerable initiative and sound judgment under minimal supervision.

The ideal candidate must be able to thrive in a self-driven, dynamic, and ever-evolving work environment and should possess the following:

- ***Experience managing and maintaining the integrity and effective operation of all AR/AP functions and associated information technology and reporting systems***
- ***Strong working knowledge of computer systems, including the ability to learn and effectively manage the database and spreadsheets, property control, grants and disaster assistance processes and compliance with regard to public funds***
- ***Ability to independently research, analyze, and apply all federal, state, and local laws, rules, regulations, policies and procedures relating to special district governance***
- ***Ability to work with tight deadlines with attention to detail and a high level of accuracy***
- ***Ability to think independently to resolve issues or improve processes through effective use of knowledge base, research, and professional judgement***
- ***A blend of proven technical, analytical, verbal and written communication skills***
- ***Experience with independently undertaking and completing special projects as need arises***

Employee may be subject to report for duty outside of regularly scheduled work hours, including on nights, weekends or holidays, to respond to emergency management activities or other incidents requiring rapid response in support of District operations.

Application Process

The District will determine eligibility for employment from the information provided on a District employment application and resume. All applicants are required to complete, in full, the District employment application. Incomplete applications will not be considered. A resume will not be considered as a substitute for the required District application for the purpose of qualification.

The District participates in E-Verify employment eligibility verification. We 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. Smoke Free and Drug Free workplace. Upon employment offer employee will be required to pass a drug screening and is routinely tested annually, and at random.

Fiduciary Duty: If a finance employee breaches fiduciary duties or approves fraudulent/misleading financial statements, performs acts of bad faith, malicious purpose, willful disregard of rights, or criminal misconduct they may be held personally liable. Knowing violations can result in criminal penalties. Violations of laws, such as the Sunshine Law, can lead to civil penalties, with attorney's fees possibly assessed against the individual.

POSITION CLOSES: 02/19/2026 4:30 PM

Business Administrator/Office Manager

Associates degree with an emphasis in business, finance or related discipline required or equivalent combination of related experience and/or training which provides the required knowledge, skills, and abilities. Public Relations skills as well as solid knowledge of accounting and advanced bookkeeping, as well as office technology; procedures and equipment. Proficient computer skills including database (QuickBooks), extensive excel spreadsheet experience required, word processing, record-keeping, electronic mail, maintenance of website and social media accounts.

Financial

- **Monitors and manages all financial-related activities for the District, ensuring compliance with internal controls, purchasing policies and external regulations.**
- **Handles/monitors all disbursement of funds for the District to include invoices, purchase orders, banking transactions and travel.**
- **Monitors expenditures and ensures they are within approved budget guidelines**
- **Handles all revenue collections, manages reimbursement invoicing for the District.**
- **Reviews financial reports for the District for accuracy, financial decision making and audit.**
- **Coordinates and prepares financial reports and monthly Board of Commissioner packets, attends meeting and transcribes meeting minutes**
- **Develops financial processes and procedures to enhance operational efficiency for the District as needed.**
- **Requisitions and compiles all aspects of the District's Budget and amendments and collaborates with Fire Chief to assimilate for presentation to the public and the Board of Commissioners**
- **Handles all aspects of the Truth in Millage Process and adheres to strict compliance of same.**
- **Handles all requests of independent auditor, actuary, workers compensation auditor, and other applicable requirements of the District with regard to records disposition, special funds reporting, governmental accounting, and compliance.**
- **Compiles all Division of Retirement Reporting and funding**
- **Responsible for Invitations to bid and tabulation of proposal data for selection of Independent Auditors, Actuarial Firms and Special District Performance Reports and compliance with current law with regard to selection process**

Asset Management

- **Performs District asset management, including maintaining an accurate inventory of all District assets and capital purchase tracking and related depreciation for annual financial report. Serves as Coordinator for District's annual inventory.**
- **Researches potential financial depositories and/or investments for the betterment of the district, presents to Fire Chief. Handles all records and reporting with regard to Qualified Public Depositories**

General Administration

- **Composes and prepares outgoing correspondence including e-mail & faxes. May route incoming mail**
- **Organizes, files documents, and maintains file system in accordance with governmental record keeping and records disposal laws.**
- **Answers and screens telephone calls, arranges conference calls, greets visitors and conducts to appropriate area or person. (On alert in case visitor is in need of medical attention)**
- **Makes copies of correspondence or other printed materials and updates books and manuals as necessary.**
- **Orders office supplies and other items as needed for the District**
- **Assists Chief with scheduling of physicals and other miscellaneous duties for new hires**
- **Tracks Education and certifications and advises supervisor of expiring credentials/licenses**
- **Performs other special projects and related duties as assigned.**