



Adair County Ambulance District  
Kirksville, MO 63501  
660-665-0000  
www.academs.us

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director Finance and Human Resource		
<b>DEPARTMENT:</b>	Administration	<b>EMPLOYMENT STATUS:</b>	Full Time
<b>REPORTS TO:</b>	Executive Director	<b>FLSA STATUS:</b>	Exempt
<b>PAY GRADE:</b>	Click here to enter text.	<b>SHIFT/HOURS</b>	1 shift, 8 hours/day, 5 days/week
<b>REVISION</b>	Click here to enter text.	<b>EFFECTIVE DATE</b>	Click here to enter text.

### POSITION DESCRIPTION

The Director of Finance and Human Resources is responsible for managing financial, human resource, and administrative functions. This includes assisting the Executive Director with budget preparation; conducting financial analysis and preparing financial reports; developing and maintaining an effective system of accounting; managing the payroll system and maintaining accurate financial records for audit. The position is also responsible for the day to day operations of Human Resources, which includes responsibilities in functional areas such as, employee relations, training and development, benefits, Human Resource Information System (HRIS), executive administration, and compensation. The position works in collaboration with other administrative team members. Incumbent is subject to working additional hours including callback, without additional compensation.

### PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Prepares invoices, checks, account statements, Payroll reports, and general ledger accounts with various registers; extracts general ledgers information; compiles cost revenue reports, budget, and balance sheets; reconciles bank statements.
- Verifies and posts details of business transactions, such as; funds received and disbursed; totals accounts to ledgers or computer spreadsheets and databases.
- Monitors loans, accounts payable, and receivables to ensure that payments are up to date.
- Develop and maintain regular accounting reports through the companies accounting system.
- Performs periodic and as needed inventory of office equipment and supplies.
- Development and management of the Human Resource Department.
- Maintains the Human Resource Information System (HRIS).
- Manages and administers the employee benefits.
- Develops and manages employee relations.
- Performs Executive Administration functions.

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**QUALIFICATIONS AND SKILLS**

**Formal Education**

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|--|--|
| <input checked="" type="checkbox"/> High School Diploma or GED     | <input checked="" type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input checked="" type="checkbox"/> Bachelor's Degree  |
| <input type="checkbox"/> Trade or Technical School                 | <input type="checkbox"/> Master's Degree               |
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**Work Experience**

Two years of business experience required, experience in accounting and human resource functions required.

**Certification and Licensure**

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**Knowledge**

- General understanding of accounting practices and principals.
- Working knowledge of Microsoft Suite and accounting software.
- Ability to compute rate, ratio, and percent.
- General knowledge of external audit procedures.
- Knowledge of company accounting software.
- Working knowledge of benefit plans.
- Working knowledge of Lagers Retirement Plan.
- Knowledge of current labor and OSHA regulations.

**Critical Skills**

- Organizational skills.
- Time Management skills.
- Planning skills.
- Multi-task and work under time constraints.
- Writing skills.
- Communication skills.
- Policy writing skills.
- Presentation skills.
- Customer service skills.
- Problem solving skills.

**SPECIAL REQUIREMENTS**

- Critical Position
- Valid MO Driver’s License
- Public Driving Record
- Drug and Alcohol Test
- Other (Describe)
- Shift Work
- Overtime
- On-Call
- Travel
- Travel Outside of Normal Business Hours

**EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED**

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**PHYSICAL REQUIREMENTS**

Work requires little physical effort. Lifting or performing other work requiring light physical exertion (up to 30 pounds) is intermittent (not a routine part of the job) and secondary to the job. The job requires sitting for long periods of time, with an occasional need to stoop, kneel or crouch.

**WORK ENVIRONMENT**

Work is performed under basically normal working conditions as in a standard office environment. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements.

**DISCLAIMER AND ACKNOWLEDGEMENT**

**This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.**

**Signatures of Approval:**

Executive Director: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Human Resources: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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