



Robinson Volunteer Fire Department, Inc. JOB DESCRIPTION

Finance & Administration Manager / Firefighter

FLSA Status: Exempt
Reports to: Fire Chief

Employment Status: Full Time
Revision Date: 08/21/2026

JOB SUMMARY

Under the supervision of the Fire Chief, the Finance & Administration Manager / Firefighter serves as the primary administrator of Robinson Volunteer Fire Department's financial and administrative operations while maintaining certification and participation as a firefighter certified under the Texas Commission on Fire Protection (TCFP). This position is responsible for accounting, budgeting, payroll administration, financial reporting, internal controls, procurement, asset and contract administration, grant administration, insurance records, board financial support, and long-term financial planning. The position also serves as the department's Personal Protective Equipment (PPE) Manager, ensuring appropriate documentation, inspection, maintenance, cleaning, repair, retirement, replacement, and budgeting of firefighter protective clothing and equipment.

The employee works under the direction of the Fire Chief and supports the Board of Fire Commissioners by providing financial oversight, strategic planning assistance, and operational support.

The employee's primary duty is the performance of administrative, financial, and management functions directly related to the operations of the department.

This is a full-time, management-level position that plays a vital role in ensuring the department's financial stability, operational readiness, regulatory compliance, and long-term strategic success while supporting the safety and service needs of the Robinson community. The position is paid on a salary basis and intended to meet the requirements of the Fair Labor Standards Act (FLSA) administrative exemption. Accordingly, the position is classified as exempt and is not routinely eligible for overtime compensation. Notwithstanding this classification, the employee may be eligible for overtime or other premium pay when deployed under state or federally authorized emergency response programs, in accordance with applicable laws, interagency agreements, and RVFD policy. Such compensation does not alter the exempt status of the position.

SUPERVISION

RECEIVED:

- Direct supervision from the Fire Chief or his/her designee(s).
- Policy guidance from the Board of Fire Commissioners.

EXERCISED:

- Coordinates financial, purchasing, procurement, payroll, grant, insurance, contract, asset management, and PPE compliance activities.
- Works with financial institutions, vendors, auditors, grant agencies, insurance providers, payroll/bookkeeping providers, governmental partners, and other service providers.

This position does not independently hire, terminate, or discipline employees unless expressly delegated in writing by the Fire Chief.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

1. Financial Administration

- Maintain all department financial records and accounting functions.
- Prepare monthly, quarterly, and annual financial reports.
- Present financial reports at Board of Fire Commissioners meetings.
- Coordinate annual budget preparation, budget-to-actual monitoring, variance analysis, forecasting, and periodic budget amendments or recommendations.
- Administer accounts payable, accounts receivable, payroll, payroll deductions, tax reporting, employee reimbursements, volunteer stipends, and other compensation-related records in coordination with applicable service providers.
- Perform and document timely reconciliations of bank, investment, credit card, payroll, and other financial accounts; ensure reconciliations receive appropriate independent review.
- Establish, document, and maintain internal financial controls and segregation-of-duties procedures, including appropriate independent authorization, review, and reconciliation of financial transactions.
- Monitor cash flow, reserve funds, and investments.
- Assist the Fire Chief with long-term financial planning and development of multi-year capital replacement plans for apparatus, equipment, PPE, technology, and facilities.
- Administer the grant lifecycle, including identifying opportunities, assisting with applications, maintaining grant files, tracking expenditures and match requirements, preparing reimbursement requests and reports, and coordinating grant closeout.
- Serve as the primary administrative point of contact for audits and financial reviews; prepare requested schedules, supporting documentation, and corrective-action follow-up.
- Maintain the department master fixed-asset and inventory records, including acquisition date, cost, funding source, serial/VIN information, assigned location, disposition, and anticipated replacement schedule; coordinate periodic physical inventory verification.
- Recommend improvements to financial and administrative processes.
- Administer purchasing and procurement processes in accordance with department policy, including purchase documentation, purchase orders, vendor setup, W-9 collection, quote/bid documentation, invoice matching, and grant or contract requirements.
- Exercise purchasing authority only within approved limits established by the Fire Chief and/or Board of Fire Commissioners and in accordance with required approval and segregation-of-duties procedures.
- Maintain organized financial, payroll, purchasing, contractual, grant, insurance, asset, and administrative records in accordance with applicable record retention requirements and department policy.
- Develop and maintain procedures to ensure continuity of financial operations during employee absence or emergency activation.
- Prepare financial and administrative portions of Board of Fire Commissioners meeting packets, maintain supporting documentation for financial agenda items, and track implementation of approved financial actions.
- Assist with administration of department insurance programs, including maintaining schedules of insured assets, supporting renewal documentation, and coordinating records associated with claims as assigned.
- Maintain vendor and contract files, recurring service agreements, subscriptions, renewal dates, certificates of insurance, W-9s, and other required vendor documentation.

2. PPE Management

- Serve as the department's Personal Protective Equipment Manager.
- Maintain complete records for PPE issuance, routine and advanced inspections, cleaning, repair, retirement, replacement, and member assignment.
- Administer the PPE program in accordance with applicable TCFP requirements, adopted department policy, applicable NFPA standards, and manufacturer recommendations.
- Coordinate PPE inspections, advanced cleaning, repair, inventory management, retirement, and replacement schedules, including tracking age and service life.
- Develop PPE purchasing recommendations, annual budget needs, and multi-year replacement forecasts in coordination with the Fire Chief.
- Maintain documentation for TCFP inspections and audits.

3. Firefighter Duties

- Respond to emergency incidents and participate in operational activities as assigned and consistent with department staffing needs and direction of the Fire Chief or designee.
- Participate in training, station maintenance, public education, and emergency preparedness activities.
- Operate firefighting equipment and apparatus, as assigned.
- Maintain all required certifications and physical readiness standards.

4. Other Duties

- Assist with special projects as assigned by the Fire Chief.
- Represent RVFD at community events, professional conferences, and regional planning groups.
- Maintain consistent attendance and availability, including evenings and weekends as required by training and outreach schedules.

MINIMUM QUALIFICATIONS

- 18 years of age or older.
- Bachelor's Degree from an accredited college or university, with a degree in Finance, Accounting, Business Administration, Public Administration, or a related field preferred.
- Minimum of three (3) years of progressively responsible experience in finance, accounting, budgeting, payroll administration, business administration, or a closely related field.
- Possess and maintain a valid Texas Class B (non-CDL) Driver's License or higher.
- TCFP Basic Structural Firefighter Certification, or ability to obtain within an established timeframe.
- NIMS 100, 200, 700, 800, Courage To Be Safe, Traffic Incident Management, Cancer in the Fire Service.
- CPR Certification
- Possess and maintain a current Texas EMS certification.

Failure to maintain required certifications may result in disciplinary action up to and including termination.

PREFERRED QUALIFICATIONS

- Master's Degree in Accounting, Finance, Business Administration, Public Administration, or related field; or an equivalent combination of education and experience.
- NIMS 300 and 400 (or ability to obtain within 1 year)
- Experience in governmental or nonprofit accounting
- Grant administration experience
- Demonstrated experience preparing budgets, financial statements, and audit documentation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting, budgeting, payroll, and financial management practices.
- Knowledge of nonprofit or governmental accounting principles, internal controls, account reconciliation, and segregation of duties.
- Knowledge of IRS payroll reporting and tax requirements.
- Knowledge of payroll administration, vendor tax documentation, purchasing/procurement practices, and grant financial compliance.
- Knowledge of TCFP and NFPA PPE standards.
- Ability to maintain accurate records and prepare financial reports.
- Strong analytical, organizational, and communication skills.
- Proficiency in Microsoft Excel, Word, and QuickBooks Pro for Nonprofits or similar accounting software.
- Ability to learn and effectively use department financial, payroll, records-management, asset-management, and operational software systems.
- Ability to maintain confidentiality and exercise sound judgment.
- Successfully complete and maintain department physical fitness and medical requirements applicable to operational firefighters.
- Knowledge of fire suppression, prevention, EMS, hazardous materials response, and rescue operations.
- Knowledge of the rules, regulations, and operational procedures of the Fire Department related to modern firefighting and EMS activities.
- Excellent oral/written communication and public speaking skills.
- Ability to establish and maintain effective working relationships internally and externally.
- Ability to analyze risk, evaluate outcomes, and adapt programs accordingly.

ENVIRONMENTAL FACTORS AND CONDITIONS

- Work is performed in office, training ground, classroom, and field environments.
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens.
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time.
- May be exposed to hostile, angry or emotional citizens, patients and business owners.

PHYSICAL DEMANDS

(This work requires various physical activities to perform essential job functions effectively.)

- **Agility and Endurance:** Frequent climbing, crawling, crouching, kneeling, and stooping to perform job tasks, including operating in confined or elevated spaces.
- **Strength and Coordination:** Regular lifting, pushing, pulling, and carrying of objects, using upper extremities and back, as well as repetitive hand and finger movements for handling tools and equipment.
- **Balance and Stability:** Maintaining equilibrium while walking, standing, or working in potentially unstable environments.
- **Ability to safely don, wear, and operate personal protective equipment,** including SCBA, during training and emergency operations.
- **Ability to perform physically demanding firefighting and rescue activities.**
- **Ability to operate office equipment, computers, vehicles, and firefighting apparatus.**
- **Sensory and Cognitive Skills:** Acute visual acuity for reading, equipment operation, and observation of facilities and structures; hearing to distinguish detailed sounds and communicate effectively in noisy environments; and mental acuity to make sound decisions under pressure.
- **Mobility:** Sustained standing and walking for extended periods, including traveling between locations or working on uneven terrain.

These physical demands are representative of those required to successfully perform the job. RVFD is committed to providing reasonable accommodations for individuals with disabilities to perform essential job functions.

EQUAL OPPORTUNITY EMPLOYMENT

- RVFD is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

ADDITIONAL DETAILS

- This is a full-time position typically working a minimum of 40 hours per week. Work hours may vary and regularly include evenings, weekends, and occasional holidays based on training schedules, community events, and operational needs.
- Background checks and drug screenings will be conducted in compliance with applicable federal and state laws.
- Employment with RVFD is at-will, meaning it can be terminated at any time by either party, with or without cause or notice, unless otherwise stated in a written agreement.
- RVFD is committed to maintaining a safe and respectful workplace free from harassment, discrimination, and retaliation. All members are expected to adhere to the department's policies regarding professional conduct and workplace safety in compliance with federal, state, and local laws. Any concerns or incidents related to workplace harassment or unsafe practices should be reported immediately to the Fire Chief or designated personnel. RVFD will investigate all reports promptly and take appropriate action to ensure a safe and inclusive environment for all members.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Receipt of Job Description

Employment with RVFD is at-will, which means that either the employee or the department may terminate the employment relationship at any time, with or without cause or prior notice, unless otherwise stated in a written agreement. By signing below, the employee acknowledges receipt of the job description, affirms understanding of the essential functions, and agrees to comply with the outlined responsibilities. This acknowledgment does not create a contractual obligation or guarantee of continued employment.

I have read and understand this job description. By signing below, I acknowledge receipt of this document and affirm that I understand the essential job functions and responsibilities. I also understand that this job description does not constitute a contract or guarantee of continued employment and that my employment with RVFD is at will.

Printed Legal Name

Date

Signature

RVFD Fire Chief

Date

RVFD Board of Fire Commissioner's President

Date