



Hutto Fire Rescue/Williamson County E.S.D. 3
Seeking Dynamic Finance Officer to Join Our Team



Hutto Fire Rescue/Williamson County Emergency Services District (ESD) 3 is seeking to fill the newly created position of Finance Officer with a dynamic, finance professional. Located seven miles east of Round Rock and twenty-two miles northeast of Austin, Hutto Fire Rescue is well positioned for significant, controlled population growth. With the City of Hutto population currently around 32,000 and ESD #3 at 54,500, by the year 2030, population projections for the City of Hutto are over 60,000, with the entire Hutto Fire Rescue coverage area well over 80,000. Hutto Fire Rescue/Williamson County ESD 3 is a growing, rapidly expanding organization with a very supportive community. The new Finance Officer will oversee the financial activities of the District, including managing finances, fund accounting, treasury operations, financial reporting, budget planning and preparation, debt and cash management, banking relations, grant development and management, services billing, and customer service. With a beginning salary of \$85,000, accompanied with excellent benefits, this unique finance management opportunity is designed to attract a dynamic, qualified, finance professional with a desire to join an incredibly professional fire service organization.

About Us:

Since its founding in 1896, the Hutto Fire Department has been dedicated to protecting the citizens of Hutto, Texas. From its early days as an all-volunteer fire department, it has grown into a modern, professional organization known as Hutto Fire Rescue/Williamson County Emergency Services District 3. Our team provides a wide range of services, including fire suppression, hazardous materials mitigation, emergency medical treatment, disaster response, rescue operations, public fire education, and more.

Hutto is a charming and rapidly growing city located in the heart of Texas, known for its friendly community and beautiful surroundings. At Hutto Fire Rescue, we consider your family our family and our firehouse your firehouse.

Position Overview:

Title: Finance Officer

Reports To: Administrator

Job Summary:

The Finance Officer, under the guidance of the Administrator and/or Fire Chief, oversees the financial activities of the District. This includes managing finances, fund accounting, treasury operations, financial reporting, budget planning and preparation, debt and cash management, banking relations, grant development and management, services billing, and customer service.

Key Responsibilities:

- Process bills, invoices, and payroll.
- Manage billing for services and maintain financial tracking software.
- Conduct daily bookkeeping, including accounts receivable and payable.

- Assist in budget preparation, monitoring, and reporting.
- Develop and implement financial policies and procedures.
- Maintain general and subsidiary ledgers.
- Manage treasury activities to ensure adequate liquidity and maximize investment yields.
- Administer the district's purchasing card program.
- Prepare and manage the annual budget, audit processes, and financial reporting.
- Research and advise on fiscal and accounting plans.
- Assist in asset management, investments, and banking negotiations.
- Supervise services payables and receivables.
- Ensure compliance with state and federal financial reporting requirements.
- Develop and manage grant applications and asset management programs.
- Provide support and advice to the Administrator, Fire Chief, and executive leadership team.
- Engage with community members and officials on financial matters.
- Adhere to safety policies and Hutto Fire Rescue Standard Operating Procedures.

Qualifications:

- Bachelor's degree in accounting, business administration, public administration, or a related field.
- Minimum of 10 years of experience in government fund accounting or public finance.
- Preferred but not required: Certified Government Finance Officer, Certified Public Finance Officer, or Certified Public Accountant.
- Proficiency in spreadsheet operations and various office equipment.
- Strong leadership skills with a focus on customer and employee satisfaction.
- Valid Texas driver's license with a satisfactory driving record.

Skills and Abilities:

- Strong knowledge of GAAP, GASB standards, and municipal accounting operations.
- Experience in budget preparation and administration.
- Ability to develop goals, objectives, and management plans.
- Excellent management, supervision, and training skills.
- Knowledge of federal, state, and local financial regulations.
- Proficient in financial and statistical record-keeping and reporting.
- Strong analytical, organizational, and computer skills.
- Ability to manage multiple priorities and work independently.
- Effective communication and interpersonal skills.
- Ability to develop and implement sound accounting systems and procedures.
- Capacity to prepare persuasive presentations and reports.
- Strong problem-solving and decision-making skills.

Join Our Team:

If you are a dedicated finance professional looking to make a difference in a dynamic and community-focused organization, we invite you to apply for the Finance Officer position at Hutto Fire Rescue. Your expertise will play a crucial role in supporting our mission to serve and protect the Hutto community. Go to <https://ureconsultinggroup.applicantpro.com/jobs> and click on the "Apply Now" link to start your application. As part of the application process, you are required to upload your resume where indicated. **Only applications submitted via the above link will be considered.** Please ensure your documents are uploaded before you log out. Incomplete

submittals may not be accepted or considered. This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

Please note the following tentative timeline for this recruitment:

- **June 3:** Application Period Opens
- **July 3:** Application Period Closes
- **July 15 - July 19:** Candidate Zoom Interviews
- **August 6:** Hutto FD Interview Panel

It is the policy of the Hutto Fire Rescue/Williamson County ESD 3 not to discriminate on the basis of color, national origin sex, religion, age, veteran's status or handicapped status in employment or the provision of services.