



Herald Fire Protection District

Business Manager Position Overview

The Herald Fire Protection District is seeking a highly organized, responsible, and self-motivated Business Manager to oversee the District's financial, administrative, personnel, and governance functions. The Business Manager works closely with the Fire Chief and Board of Directors to support the efficient operation of the District and ensure compliance with applicable District policies, County requirements, and state and local laws. This position requires strong financial and administrative skills, attention to detail, discretion in handling confidential information, and the ability to independently manage multiple responsibilities and deadlines. As a primary point of contact for the District office, the Business Manager must also provide professional and responsive service to District personnel, residents, partner agencies, and the public.

Essential Duties and Responsibilities

Financial Management & Accounting

- Oversee accounts payable, accounts receivable, payroll, and related financial documentation to ensure accurate and timely processing in accordance with Sacramento County Department of Finance requirements and District policies.
- Maintain the District's internal general ledger and financial tracking systems to monitor revenues, expenditures, account balances, and budget performance.
- Prepare, administer, and monitor the District's annual operating budget in coordination with the Fire Chief and Board of Directors.
- Provide regular budget and financial reports to the Fire Chief and Board of Directors and identify significant variances or financial issues requiring attention.
- Coordinate with the District's Certified Public Accountant, auditors, Sacramento County Department of Finance, and other financial professionals as necessary.
- Compile and provide financial records and supporting documentation for annual audits, financial reporting, and other required reviews.
- Maintain organized and accurate financial records consistent with applicable records retention requirements.
- Assist with financial planning, purchasing, contracts, and other fiscal matters as directed.

Personnel & Human Resources Administration

- Maintain confidential and accurate employee personnel records and files.
- Process and maintain personnel-related documentation, including employment records, payroll information, verification of employment requests, and other required forms.
- Coordinate responses to personnel-related subpoenas and records requests in consultation with the Fire Chief and legal counsel, as appropriate.



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- Assist with employment reference questionnaires and prepare employment-related correspondence as requested.
- Assist the Fire Chief with recruitment and onboarding activities associated with firefighter and District vacancies.
- Assist with firefighter scheduling and administrative staffing needs as requested by the Fire Chief.
- Maintain employee certifications, training records, and other personnel documentation as assigned.
- Exercise appropriate confidentiality and discretion when handling personnel and sensitive District information. Confidentiality agreements will be required.

Board of Directors & District Governance

- Coordinate preparation, distribution, and posting of Board of Directors meeting agendas and supporting materials in consultation with the Fire Chief and Board Chairman.
- Ensure meeting notices and agendas are prepared and posted in accordance with the Ralph M. Brown Act and District procedures.
- Attend regular and special Board meetings as required and prepare accurate meeting minutes.
- Maintain official Board records, resolutions, ordinances, policies, meeting materials, and other District documents.
- Assist the Fire Chief and Board with administrative research, correspondence, reports, and implementation of Board direction.
- Maintain current District policies and administrative procedures and assist with periodic review and updates.
- Coordinate required public notices, filings, and other governance-related administrative requirements.

District Administration & Public Service

- Manage the day-to-day administrative operations of the District office.
- Serve as a primary administrative point of contact for residents, employees, vendors, partner agencies, and members of the public.
- Provide professional customer service to individuals contacting the District in person, by telephone, electronically, or through written correspondence.
- Maintain and update the District website and social media accounts, including posting Board materials, public notices, District announcements, and community information.
- Coordinate responses to California Public Records Act requests and maintain appropriate documentation of requests and responses.
- Maintain District administrative records and files consistent with applicable records retention requirements.
- Prepare correspondence, reports, notices, forms, and other administrative documents.
- Coordinate purchasing, office supplies, contracts, service agreements, and vendor relationships as assigned.



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- Assist with insurance, claims, risk management, and other administrative matters as directed.
- Implement and administer District office policies and procedures under the direction of the Fire Chief and Board of Directors.
- Identify opportunities to improve administrative procedures, recordkeeping, financial tracking, and District operations.
- Complete special projects and assignments at the direction of the Fire Chief.
- Perform other duties reasonably related to the position as assigned.

Knowledge, Skills & Abilities

The successful candidate should possess:

- Knowledge of basic governmental accounting, budgeting, payroll, accounts payable, and accounts receivable practices.
- Strong organizational and records-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and commitment to accuracy.
- Ability to independently prioritize assignments, manage competing deadlines, and follow projects through completion.
- Ability to interpret and apply District policies, administrative procedures, and governmental requirements.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive financial and personnel information.
- Ability to establish effective working relationships with the Fire Chief, Board members, District employees, public agencies, vendors, and community members.
- Proficiency with Microsoft Office applications, spreadsheets, electronic records, and general office technology.
- Ability to learn and effectively use financial, payroll, records-management, website, and other District software systems.
- Ability to remain organized and responsive in a fire service environment where priorities may change quickly.

Desired Qualifications

- Bachelor's degree in business administration, accounting, finance, public administration, or a related field; or an equivalent combination of education, training, and relevant professional experience.
- Previous experience in an administrative, accounting, financial management, business management, or public agency setting.
- Experience with governmental accounting, budgeting, payroll, or special district administration is highly desirable.
- Experience working with an elected or appointed governing board is desirable.



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- Familiarity with the Ralph M. Brown Act, California Public Records Act, public agency records management, and special district operations is desirable.
- Demonstrated ability to work independently, exercise good judgment, meet deadlines, and manage multiple responsibilities.

Employment Information

Reports To: Fire Chief
Compensation: \$35.00 per hour
Benefits: Stipend available toward benefits
Schedule: Monday through Friday, 8:00 a.m. – 5:00 p.m.
The Business Manager is also required to attend monthly Board of Directors meetings, which are generally held during evening hours, as well as special meetings when necessary.

Working Environment

The Business Manager primarily works in an office environment but operates within an active fire protection district. The position requires the ability to respond professionally to changing priorities, urgent administrative matters, and situations associated with emergency service operations.

Equal Opportunity

Herald Fire Protection District is an equal opportunity employer and encourages qualified individuals interested in serving the District and the Herald community to apply.

To Apply:

- Please send your resume to lindsey@heraldfire.org by September 11, 2026 at 5:00 pm.