



SOUTH ARKANSAS FIRE PROTECTION DISTRICT

Position Announcement

District Operations & Finance Coordinator

The South Arkansas Fire Protection District is seeking to fill a full-time District Operations & Finance Coordinator position. This role reports directly to the Fire Chief and offers a salary range of \$60,000–\$70,000, depending on qualifications. The preferred location for candidates is the Chaffee County, Colorado area.

About SAFPD

The South Arkansas Fire Protection District is a professional wildland fire and emergency services organization serving Chaffee County, Colorado. SAFPD operates a 60-person wildland cooperators program in coordination with the Colorado Division of Fire Prevention and Control (DFPC), the U.S. Forest Service, Bureau of Land Management, and other state and federal partners, providing wildland fire suppression, prescribed fire support, and community risk reduction services across a large and varied service area.

The District is investing in administrative capacity to match its operational growth. This position is central to that effort.

Position Summary

The District Operations & Finance Coordinator is SAFPD's primary administrative position, responsible for the financial, personnel, and operational support functions that keep the District running. This is a hands-on role requiring accuracy, sound judgment, and the ability to manage multiple active responsibilities without losing follow-through on any of them.

The position reports directly to the Fire Chief and works closely with the Assistant Chief, Division Chief of Wildfire, and the Wildland Coordinator. It also coordinates with the existing SAFPD administrator during a structured transition period as financial and administrative functions are brought fully in-house.

Finance, billing, and payroll are the priority functions of this role. All other duties support those core responsibilities.

Primary Responsibilities

Wildland Fire Billing & Finance

- Learn, understand, and take co-ownership of the process for submitting fire bills into the Colorado DFPC Fire Billing System (FBS); ensure timely resolution of corrections and follow-up documentation requests.
- Review and process incoming paperwork packets from firefighter assignments; reconcile expenses and receipts following assignments and travel.
- Maintain accounts receivable tracking; provide the Fire Chief with regular, current status on outstanding invoices and aged receivables.

- Coordinate directly with DFPC finance staff to resolve billing discrepancies, documentation gaps, and rate issues.
- Manage annual billing setup: update firefighter pay rates, benefit fee rates, and per diem in the FBS at the start of each billing year.
- Review incoming timecards for local mitigation crews; maintain tracking for related grant funds.
- Prepare financial reports for consistent internal updates to leadership and the Board.

Payroll Processing

- Process bi-weekly payroll for career and seasonal staff using Intuit/QuickBooks Workforce: collect and verify timesheets, calculate earnings, submit payroll runs, and ensure employees are paid accurately and on time.
- Oversee required deposits for state and federal withholdings.
- Provide annual W-2 documentation to employees and complete other required reporting including child support and unemployment.
- Communicate with staff about payroll updates; resolve employee inquiries regarding paychecks, direct deposit, and system access.
- Process new-hire payroll setup, mid-year rate changes, and year-end payroll documentation.

Accounts Payable & Budget Management

- Oversee and track payment for all District expenses; process accounts payable on a defined schedule.
- Record and maintain balances for all incoming deposits.
- Manage bank accounts and transactions between accounts.
- Manage the Visa account: review charges, manage available credit lines, and resolve issues promptly.
- Prepare financial statements for monthly Board meetings.
- Assist with annual budget preparation and coordinate documentation for the annual independent audit.
- Operate within a defined separation of duties: this position processes and tracks transactions; the Fire Chief authorizes; the Board provides oversight.
- Maintain organized, audit-ready financial records and support compliance with Colorado Special District Association (SDA) rules and governance obligations.

Hiring, Onboarding & Personnel Administration

- Conduct interviews, process application paperwork, perform reference checks, and manage background and MVR investigations.
- Oversee the full hiring process by reviewing and verifying all required documentation.
- Manage onboarding and offboarding documentation, benefits enrollment, and direct deposit setup.
- Manage and communicate employee benefits package information to staff.
- Maintain personnel records in compliance with department policies, HIPAA, and Colorado employment regulations.
- Manage annual motor vehicle record checks.

- Administer leave tracking, workers' compensation claims from open to close, and unemployment inquiries.
- Provide employment and income verification to loan institutions and external agencies at employee request.
- Monitor HR compliance requirements relevant to Colorado special districts; flag items requiring Chief or legal review.

Grant Administration

- Research and identify grant opportunities relevant to SAFPD's wildland, equipment, community risk reduction, and operational programs.
- Coordinate and assist with preparation and submission of grant applications.
- Manage grant compliance reporting, documentation, and paperwork requirements.
- Maintain a tracking system for all grant funds, award status, deadlines, and reporting obligations.
- Provide regular updates to the Fire Chief on grant spending, timelines, and compliance requirements.

Operational & Administrative Support

- Maintain communication with leadership, the wildland team, and outside agencies to resolve operational or finance issues efficiently.
- Provide administrative support to firefighters during active wildland assignments.
- Support the Wildland Coordinator with firefighter availability records, mobilization paperwork, and assignment documentation.
- Maintain organizational records and administrative files in accordance with retention requirements.

Working Relationships

Contact	Nature of Interaction
Fire Chief	Direct supervisor; sets priorities and authorizes expenditures
Assistant Chief	Operational finance coordination and staffing support
Division Chief of Wildfire	Billing inputs, assignment documentation, equipment costs
Wildland Coordinator	Firefighter paperwork, payroll inputs, mobilization support
Existing SAFPD Administrator	Structured transition of financial and administrative functions
External CPA / Auditor	Annual audit and year-end support
DFPC Finance Staff	Billing corrections, documentation, and rate coordination

Required Qualifications

- Demonstrated experience in finance, billing, accounts payable/receivable, or a closely related field.

- Hands-on payroll processing experience — end-to-end ownership of a payroll cycle, not data entry support.
- Experience with personnel administration: hiring, onboarding, employee records, benefits, and HR compliance.
- Strong attention to detail and documentation accuracy.
- Ability to manage multiple active responsibilities and competing deadlines independently.
- High ethical standards and comfort operating in a public-sector, audit-accountable environment.
- Proficiency with accounting or payroll software (QuickBooks/Intuit or equivalent) and spreadsheet applications.

Preferred Qualifications

- Experience with the Colorado DFPC Fire Billing System or comparable state agency billing platforms.
- Familiarity with Colorado Special District Association (SDA) rules, compliance requirements, and governance obligations.
- Grant writing, administration, or compliance experience.
- Prior work supporting emergency services, seasonal operations, or multi-agency programs.
- Experience with website management, social media, or community outreach for a public agency or nonprofit organization.

Compensation & Benefits

- Salary: \$60,000–70,000 annually, depending on qualifications.
- Health insurance: medical, dental, and vision options.
- Employer-supported retirement plan.
- Paid holidays and paid time off.
- Training and professional development support.
- Stable schedule in a mission-driven organization. Workload increases seasonally during fire season.

How to Apply

Submit a resume and a cover letter describing your relevant experience in finance, billing, and administration. Direct submissions to the SAFPD Fire Chief. This position is open until filled.

SAFPD is an equal opportunity employer committed to building a capable, professional organization that serves the Chaffee County community.