



Controller

The Monarch Fire Protection District covers a geographic area of almost 63 square miles and services more than 60,000 people who live in all or part of Ballwin, Chesterfield, Clarkson Valley, Creve Coeur, Maryland Heights, Wildwood and unincorporated St. Louis County. The area is made up of residential, commercial and industrial properties to include Chesterfield Airport, Chesterfield Valley Shopping Center, Chesterfield Mall and numerous subdivisions and business/industrial complexes.

The District operates 5 Engine Houses, a Maintenance Center, an Administration Facility and a Training Tower, and has a staff that is made up of more than 120 Firefighter/Paramedics, Fire Inspection Specialists, Officers and Administrative Personnel. Monarch supports the SOAR (Special Operations Aviation Rescue) Team, Monarch Haz-Mat Team, the St. Louis Regional Heavy Rescue Task Force, Urban Search and Rescue Team, and the Homeland Security Department with the Strike Force 3 Urban Search and Heavy Rescue Vehicle.

The Monarch Fire Protection District is currently seeking qualified candidates to fill an upcoming Controller position for the District. The position is responsible for the directing the financial activities of the organization either personally or through subordinates, and acts as the Office Manager.

Responsibilities include but are not limited to:

- Oversight of A/R, A/P, office equipment service contracts, payroll, and pension.
- Financial policies and procedures oversight.
- Administers system of internal financial controls.
- Establishes, or recommends to management, major governmental economic strategies, objectives, and policies for district.
- Recommends modifications to existing governmental programs.
- Prepares reports which summarize and forecast district business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Prepares monthly and annual closings.
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Directs determination of depreciation rates to apply to capital assets.
- Advises management on desirable operational adjustments due to tax code revisions.
- Arranges for audits of company's accounts.
- Prepares reports required by regulatory and oversight agencies.
- Establishes relations with banks and other financial institutions.
- Provides oversight and informs management and Board of status and issues regarding Pension Plan, VEBA, and 457 Plan.
- Prepares tax rate calculations required for setting tax rates.
- Provides financial oversight for Bond dollars and construction projects.
- Acts as Office Manager, directing and coordinating the activities of the office administrative and clerical personnel.

Qualifications/Skills Required:

- Master's Degree (.MA) or equivalent; or 4 to 10 years of related experience and/or training, or equivalent combination of education and experience. CPA or equivalent.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports,

and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to make public presentations.

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Familiarity with Microsoft Office Suite and Internet Explorer, Payroll Systems, and Accounting Software; knowledge of Assyst accounting software a plus.

Monarch has a very competitive benefits package which includes:

- Premium-free medical, dental, vision, Life, AD&D, and LTD coverage
- Employee paid STD, critical illness, cancer, additional term life, and accident coverage
- Retirement and Pension program
- Paid vacation, sick, and holidays

Apply for the above position through the MFPD website at follow the steps below:

1. Under the Careers tab, click on Careers Registration
2. Register with our career page
3. Upload your resume in either PDF or Word format and click “submit resume”.