



NOW HIRING—Marion County Fire District No. 1
FINANCE AND ADMINISTRATIVE SPECIALIST
FULL TIME

Opening Date: 04/17/2023 at 12:00 AM

Closing Date: 05/01/2023 at 12:00 PM

Marion County Fire District No.1 is looking for an energetic and motivated individual who is excited to join our team as a Finance and Administrative Specialist.

Pay Range: \$21.29-26.17 Hourly, DOE, and 2% Cost of Living Adjustment 7/1/2023

Benefits: Health & dental insurance for employee and family, life insurance, vacation and sick leave as well as PERS/OPSRP retirement plan.

Schedule: Monday—Friday. 40 hours per week. On Site.

The Finance and Administrative Specialist works under general direction of the Financial Analyst provides professional-level services and requires a unique, varied and highly-developed set of professional skills & abilities. This position routinely provides general guidance to staff, ensuring that daily operations of the office are efficient and effective. This position provides support in both Human Resources and Finance functions and manages sensitive and confidential information. This position classification may make decisions that impact the administrative operations and relationships of the District.

KEY ATTRIBUTES

In addition to meeting the established minimum qualifications stated below, the Ideal Candidate will have the following attributes:

- Motivated, self-directed problem solver with high standards for quality.
- Possess strong analytical skills, able to identify and understand complex problems and apply logical thinking and quantitative methods to gathering and analyzing information.
- Exceptional communication skills, both written and oral, and the ability to communicate with diverse audiences in a variety of contexts.
- Strong collaborator with the ability to develop and maintain work relationships with internal staff, District leaders, Board members and key stakeholders for the purpose of consulting and providing guidance on various projects and obtaining needed information.
- Able to work on multiple projects and consistently maintain effectiveness even when experiencing changes in work priorities.
- A savvy user of information systems with the ability to create documents, reports and spreadsheets.

EXPERIENCE AND TRAINING

- Ability to accurately type at least 40 words per minute.
 - Associate's degree with major courses in Business Administration, Accounting, Business Technology, Public Administration, or other field relevant to the position; AND
 - Two (2) years of progressively responsible administrative experience in business administration, public administration, fire department admiration, or related;
- OR
- In lieu of degree, applicant must have four (4) years of progressively responsible administrative experience in Business Administration, Accounting, Business Technology, Public Administration, or other field relevant to the position.

APPLICATION PACKET CHECKLIST

1. Letter of Interest/Cover Letter that addresses requirements listed above.
2. Completed Application. Resume and cover letter will not take the place of the application.
3. Resume. *Make sure that resume clearly meets the requirements outlined above including dates of employment and comprehensive duties list.*
4. Certifications and Documentation. *Attach all applicable documentation supporting minimum or preferred qualifications.*
5. Submission of responses to supplemental questionnaire.

EVALUATION:

The evaluation process will consist of reviewing application packet and supplemental questions, interview panel assessment, and a final chief's interview. Interview assessment will be held the week of May 15th 2023.

FINANCE AND ADMINISTRATIVE SPECIALIST SUPPLEMENTAL QUESTIONS:

1. What describes your highest level of education and degree major/minor? Please include a copy of your degree or transcript.
2. Please indicate your years of experience working for a public (governmental) agency and in what capacities.
3. Please specifically explain how your prior work experience, education and knowledge, skills and abilities match the qualifications for this position.
5. Please indicate qualifications you possess. Accounts Payable, Accounts Receivable, payroll , office machines, PERS reporting, organizational skills, time management skills.
6. Please describe any work experience in the following:
 - ◆ Reception/Customer Service
 - ◆ Development of Policies and Procedures
 - ◆ Familiarity and knowledge of the Fire Service
 - ◆ Springbrook/Accela Software
 - ◆ Oregon PERS

All application materials must be received by 12:00pm May 1st, 2023.

Application materials may be sent in .pdf or .doc format to HR Analyst Mark Bjorklund at Markb@mcf1.com, or by hand delivery or mail to 300 Cordon Rd NE, Salem, OR 97317.

Questions regarding this position may be directed to HR Analyst Mark Bjorklund at markb@mcf1.com, or by phone at 503-588-6526.

Submissions received after the closing date/time, or those which do not include all of the required application components will be rejected.