



NOW HIRING—Marion County Fire District No. 1
FINANCIAL ACCOUNTING SPECIALIST –
FULL TIME

Opening Date: 05/09/2022
Closing Date: 06/03/2022 at 12:00 PM
Evaluation: Week of June 13th, 2022

Marion County Fire District #1 is looking for an energetic and motivated individual who is excited to join our team as a Financial Accounting Specialist.

Pay Range: \$30.89-37.93 Hourly, DOE, and 2% Cost of Living Adjustment 7/1/2022
Benefits: Health & dental insurance for employee and family, life insurance, vacation and sick leave as well as PERS/OPSRP retirement plan.
Schedule: 40 hrs per week, on-site and possible remote work site.

The Fire District Financial Accounting Specialist provides professional-level financial services to the Fire Chief, designated personnel, and the Board of Directors. This position is responsible for budget development and processing, contract administration and purchasing activities, accounts payable and accounts receivable, and coordination of year-end closing and audits, initiate and complete monthly payroll processes, taxes, and liability accounts as well as perform related work as required. Fire District Financial Accounting Specialist is responsible for providing financial and accounting support services including budget development, performing financial analysis, payroll functions, accounts payable and receivable, and procurement coordination. These tasks are illustrative only and may include other related tasks.

MINIMUM QUALIFICATIONS

- ◆ Associate degree in Finance or Accounting, **and**;
- ◆ Minimum of three years of related experience in a similar position that includes payroll-related functions, Oregon public budgeting financial analysis, **and**;
- ◆ Experience in Public Budgeting and Accounting
- ◆ In lieu of degree, applicant must demonstrate other equivalent education and/or experience to be considered in lieu of the formal education requirement listed above. The three-year minimum experience standard must still be met. Adequate equivalency will be at the sole discretion of MCFD No. 1.

PREFERRED EDUCATION/EXPERIENCE:

- ◆ BACHELORS DEGREE IN PUBLIC FINANCE OR ACCOUNTING
- ◆ Accounting, budgeting, and payroll experience for a governmental entity
- ◆ Experience using Springbrook/Accela financial software
- ◆ Experience managing General Obligation Bonds and Local Operating Levies
- ◆ Equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in finance or accounting or a field related to the work. (Additional professional or paraprofessional financial planning and support experience may be substituted for the education on a year-for-year basis.)

APPLICATION PACKET CHECKLIST

1. Letter of Interest that addresses requirements listed above.
2. Resume. *Make sure that resume clearly meets the requirements outlined above including dates of employment and comprehensive duties list.*
3. Certifications and Documentation. *Attach all applicable documentation supporting minimum or preferred qualifications.*
4. Submission of responses to supplemental questionnaire.

EVALUATION:

The evaluation process will consist of an application packet, supplemental questions evaluation, interview panel, and skills evaluation. Qualified candidates will be invited to the assessment center during the week of June 13-17, 2022.

FINANCIAL ACCOUNTING 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.
4. Please list any certifications you hold that are related to Accounting, Finance, Cash Management, Payroll or any other related certifications.
5. Please indicate qualifications you possess. Budgeting, Financial Forecasting, Payroll, Accounting Principles, office machines, PERS reporting, tax filing, organizational skills, time management skills.
6. Please describe any work experience in the following:
 - ◇ Governmental Accounting
 - ◇ Payroll processing
 - ◇ Audit preparation
 - ◇ GFOA Submissions
 - ◇ General Ledger/journal entries
 - ◇ Oregon Budget Law and Budget Preparation
 - ◇ Budget documents preparation
 - ◇ Familiarity and knowledge of the Fire Service
 - ◇ Springbrook/Accela Software
 - ◇ Oregon PERS
 - ◇ Union Contracts/Collective Bargaining Agreements

All application materials must be received by 12:00pm June 3rd, 2022.

Application materials may be sent in .pdf or .doc format to Fire Chief Kyle McMann at kylem@mcf1.com, or by hand delivery or mail to 300 Cordon Rd NE, Salem, OR 97317.

Questions regarding this position may be directed to Fire Chief Kyle McMann at kylem@mcf1.com, or by phone at 503-588-6535.

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