



## NOW HIRING

### Marion County Fire District #1

#### FINANCIAL ANALYST – PART TIME

Opening Date: 06/27/2018  
Closing Date: 07/27/2018 at 12:00 PM  
Evaluation: 08/07/2018

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

Pay Range: \$25.00 - \$28.00 Hourly, DOE

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

Schedule: 20 hrs per week, variable hours/days of week

#### GENERAL STATEMENT OF DUTIES

Provide technical and analytical support to the Fire Chief, designated personnel, and the Board of Directors. Perform accounting and budget development analysis, based on a thorough understanding of the financial system. Manage the accounting and related systems, initiate and complete monthly payroll processes, taxes, and liability accounts.

#### MINIMUM QUALIFICATIONS

- Associate's degree in Accounting, **and**;
- Minimum of three years of related experience in a similar position that includes payroll-related functions and financial analysis, **or**;
- 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 MCFD1.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- An intermediate level understanding of governmental accounting and its application.
- Knowledge of computerized financial management systems, particularly as subsidiary ledgers interact with the general ledger; ability to analyze transactions between ledgers to find errors and the related causes.
- Ability to develop, implement, understand and apply payroll processing knowledge and skills to perform the essential functions of the position.
- Strong organizational, analytical, communications, interpersonal and time management skills.
- Knowledge of GAAP and ability to apply to governmental entities, develop alternatives, and make recommendations regarding changes to the accounting systems.
- Demonstrated expertise in using spreadsheets, word processing software, computerized financial systems and other computer program applications. Experience using these tools for budgeting and forecasting is preferred.
- Accurate ten-key skills.
- Excellent customer service and problem solving skills. Ability to get along well with coworkers and the general public and maintain effective work relationships.

#### PREFERRED EDUCATION/EXPERIENCE:

- Accounting, budgeting, and payroll experience for a governmental entity
- Experience using Springbrook/Accela financial software
- Experience managing General Obligation Bonds and Local Operating Levies

## 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, interview panel, and skills evaluation. Qualified candidates will be invited to the assessment center on **Tuesday, August 7<sup>th</sup>, 2018.**

## **FINANCIAL ANALYST 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.
3. Please specifically explain how your prior work experience and education 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. 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
  - ◇ General Ledger/journal entries
  - ◇ Budget documents preparation
  - ◇ Familiarity or knowledge of the Fire Service
  - ◇ Springbrook/Accela Software
  - ◇ Oregon PERS
  - ◇ Union Contracts/Collective Bargaining Agreements

All application materials must be received by 12:00pm on July 27, 2018. Application materials may be sent in .pdf or .doc format to [info@mcf1.com](mailto:info@mcf1.com), or by hand delivery or mail to 300 Cordon Rd NE, Salem, OR 97317. Questions regarding this position may be directed to Anna Kraemer at [annak@mcf1.com](mailto:annak@mcf1.com), or by phone at 503-588-6517.

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