



WASHINGTON

DISTRICT SECRETARY/ FINANCE OFFICER

\$90,000 - \$107,000

Plus Excellent Benefits

Apply by

March 13, 2022

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



South Puget Sound residents and visitors enjoy an area that is full of many vibrant communities that offer countless cultural and educational opportunities. The region is home to the Washington State Fair

in Puyallup, which is the largest single attraction held annually in the State of Washington, along with the iconic 14,000-foot-tall Mount Rainier and 369 square mile Mount Rainier National Park. The South Puget Sound also provides easy access to the Cascade and Olympic mountain ranges and the waters of the scenic Puget Sound which offer a wealth of outdoor recreation opportunities. The region is well known for its thriving cities, rich agricultural land, and many small communities that contribute to its character and exceptional quality of life.

Near the southern border of Pierce County, South Pierce Fire and Rescue is headquartered in the charming town of Eatonville. This small rural town is home to nearly 3,000 residents and enjoys a distinctive natural beauty being situated at the foothills of beautiful Mt. Rainier. Local recreation includes easy access to Mt. Rainier National Park, the Northwest Trek Wildlife Park, the Pioneer Farm Museum, Mt. St. Helens, and Alder Lake Park which provides traditional camping sites along the shores of Alder Lake. To the northwest of Eatonville, the small, rural city of Roy primarily features ranch-style homes and farms. The city is most well-known for the Roy Pioneer Rodeo, which attracts participants and spectators from several surrounding states each year.

To the north of Eatonville and Roy, Tacoma, the largest city in Pierce County, is surrounded by beautiful nature, giving residents many opportunities for woodsy adventures, and has a revitalized downtown that caters to residents and visitors alike with its waterfront activities, shopping, fine dining, theaters, award-winning architecture, world-class museums, and art galleries. The city's Downtown Cultural District is the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.



THE DEPARTMENT

South Pierce Fire and Rescue (SPFR) is a dynamic department headquartered in the town of Eatonville, staffed by exceptionally well-trained and dedicated fire and EMS professionals proudly providing the very best in emergency response services to the communities of South Pierce County. Communities served by SPFR include the Town of Eatonville, unincorporated Eatonville, Clear Lake, Lacamas, McKenna, the City of Roy, unincorporated Roy, Harts Lake, La Grande, and Ohop. The Department operates on an annual budget of approximately \$8 million with 36 FTEs. The department is divided into four divisions including Suppression, Emergency Medical Services, Support Services, & Public Education. Services provided include Fire Suppression, ALS & BLS Medical Transport Services, Public Education. The Department's services are provided from eight stations, with four stations each located in the cities of Eatonville and Roy. Of the eight total stations, three are staffed full time, while five are volunteer stations.



THE POSITION

The Secretary/Finance Department consists of three FTEs including the Board Secretary/Chief Financial Officer, the Payroll Support Specialist, and Accounting Support Specialist.

Reporting directly to the Board of Fire Commissioners and the Fire Chief, the District Secretary/Finance Officer oversees the finance and risk management operations of the District, including the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve the District's assets and report accurate financial results. This position partners with management and staff to develop and execute HR strategies that foster collaboration, organizational effectiveness, and the acquisition and retention of best-in-class talent. This position also guides staff on best practices and District policies and procedures, mitigates risk to the District, and ensures consistency and confidentiality in thorough investigations and resolutions of elevated concerns and employee relations issues.

For a full job description and to view the essential functions of this position, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

Growing Staff and Infrastructure Needs: The District Secretary/Finance Officer will be responsible for developing plans for growth to increase staffing levels and infrastructure needs. This includes assisting in Bond acquisitions and Levy and financial lid lifts. This person will also provide ongoing training for the current Payroll and Accounting Support Specialists.

Leadership and Direction: The District Secretary/Finance Officer will actively participate and facilitate a motivated and growing Fire District through annexations, a growing budget, and a department reorganization.

THE IDEAL CANDIDATE

Education and Experience:

- A Bachelor's degree in Finance, Accounting, Business Administration, or related field from an accredited university.
- At least five (5) years of progressively responsible experience working in governmental entities or in not-for-profit organizations is preferred.
- Five (5) years of experience managing the finance function in governmental entities or in not-for-profit organizations is preferred.
- Three (3) years of experience leading and managing administrative functions in governmental entities or in not-for-profit organizations is preferred.

Necessary Knowledge, Skills, and Abilities:

- Mastery of knowledge, skills, and abilities in preparing organization-wide budgets, financial statements, developing and reporting revenue projections, risk management, and conducting financial reviews for governmental entities or not-for-profit organizations.
- Knowledge of administering payroll according to local, state, and Federal requirements.
- Proven skills in interpreting data analytics and trends to recommend solutions. Foundational knowledge of the District's technologies and information systems. Ability to recommend improvements to processes and systems, promote excellence and demonstrate accuracy and thoroughness.
- Advanced knowledge of labor law as it relates to employee relations, benefits, and payroll policies and practices.

- Foundational knowledge of the Public Funds Investment Act's requirements.
- Advanced knowledge of Microsoft Office applications, foundational knowledge of BIAS or similar accounting software, database, and internet applications.
- Advanced knowledge and proven ability to adhere to Washington State ordinances, laws, rules and regulations, national codes, and standards.
- Advanced knowledge of Human Resources management practices and principles, total rewards, training and learning, and retention strategies (management, motivation, development, mentorship) to create a positive work culture.
- Advanced knowledge of organizing, filing, and maintaining documents.
- Proven ability to apply principles and processes of business and organizational planning, coordination, and execution, including strategic planning, resource allocation, resource power modeling, leadership techniques, and production methods; Proven ability to apply best practices and principles of asset management for operations.
- Advanced knowledge of and proven ability to evaluate and quantify a strategically aligned plan for a defined period, which may include planned revenues, resource quantities, costs and expenses, assets, liabilities, and cash flows as well as non-financial metrics.
- Proven ability to develop and deliver and present management information reports, prepare, and provide accurate and timely data, where appropriate, for inclusion in the reporting process. Advanced knowledge of and ability to follow the District's records retention policy, procedures, and practices.
- Ability to recruit, hire, develop, direct, and manage team members.

COMPENSATION & BENEFITS

- **\$90,000 - \$107,000 DOQ**
- Full Medical and Dental Coverage.
- Deferred Compensation.
- Washington PERS.
- Longevity Pay.
- 10 days of vacation. Increases with longevity.
- 12 days of sick leave.
- 11 Holidays, plus three (3) floating holidays.
- Compensatory/overtime is earned at 1.5 hours for every hour worked over forty (40) hours per week.
- Family Leave.
- Bereavement Leave.
- The District agrees to compensate the District Secretary/Financial Officer 2% of base salary for each job-related degree, approved by the Board of Commissioners, as follows: AA/AS – 2%; BA/BS – 4%; MA/MS – 6%; Ph.D. – 8%. This pay increase will be based on the highest degree earned and will not be considered cumulative.

To learn more about South Pierce
Fire & Rescue, please visit:
www.spfr.org



South Pierce Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 13, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply:** go to www.prothman.com, click on "Open Recruitments" select "South Pierce Fire and Rescue - District Secretary/Finance Officer" and click "Apply Online" or click [here](#).

PROTHMAN

www.prothman.com

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