



Washington

CHIEF FINANCIAL OFFICER/ DISTRICT SECRETARY

\$96,843 - \$121,053

Plus Excellent Benefits

Apply by

January 10, 2021

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Nestled in the foothills of Mount Rainier, Graham is a census designated place located in Pierce County, Washington. Being only minutes away, Graham offers residents and visitors fabu-

lous views of Mount Rainier and is just an hour drive from Seattle, 40 minutes from Tacoma, and provides residents with the amenities of city living in the backdrop of a picturesque rural community. Historically, Graham has been characterized as rural and agricultural in nature, and many farms, both hobby and commercial, still operate in the region today. Situated between the outskirts of Tacoma and Puyallup, Graham has a suburban northern end and a rural southern end. In the past several decades, Graham has experienced a significant amount of growth with an increasing number of homes and commercial properties being built every year.

Residents and visitors have access to an abundance of outdoor activities including hiking and biking at the nearby and beautiful Mount Rainier National Park, and boating or fishing at one of the regions many surrounding lakes. Additionally, Frontier Park, which is centrally located in Graham, spans a total of 71 acres and has large green spaces for picnicking, relaxing or flying kites, equestrian facilities including a horse mounting ramp, a recently remodeled 5,800 square foot playground perfect for kids, turf play areas, walking trails, and a quarter mile race track. Frontier Park is also the location for one of the biggest annual events in Graham, the Pierce County Fair. The Fair takes place each August and brings live music, horse and cattle shows, and delicious carnival-style food to the area. The Park also hosts other local events throughout the year including music performances and cultural festivals.



THE DISTRICT

Founded in 1962, Pierce County Fire District #21 (Graham Fire & Rescue) is a combination department governed by a five-member board of elected Fire Commissioners. Graham Fire & Rescue operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 20 responders. The District serves nearly 67,000 residents over 70 square miles of southern unincorporated Pierce County. The District is also the single first response and transport agency for all 9-1-1 medical aid requests in the area, as there are no commercial ambulance providers in the District. Graham Fire & Rescue operate four ALS Medic Units staffed by firefighter EMTs and firefighter paramedics. In 2019, the District responded to 7,323 calls for service. Calls for service include fire, rescue and medical aid, hazardous materials, and water rescue response as well as paramedic transports to area hospitals.

The District has grown by more than 50% in the past few years, operates on a 2021 budget of \$28 million, and has 133 staff members including the Fire Commissioners, the Fire Chief, a Deputy Chief, 3 Administrative Chiefs, a Human Resources Director, the vacant CFO-District Secretary position, career firefighters and firefighter/paramedics, volunteer firefighters, support volunteers, administrative support, education, facilities, and fleet personnel. Graham Fire & Rescue also proudly houses 2 adopted goats, Drip and Torch, at Station 96 – The Goat House.

THE POSITION

Reporting to the Fire Chief, the CFO/District Secretary supervises a Support Specialist assigned to the Finance Division and performs a variety of complex administrative, technical, budget, accounting, and professional work in directing and supervising the financial, accounting and records management systems of the District. The CFO/District Secretary also manages the investment funds for the District. Duties require a comprehensive understanding of government-related budget and accounting functions and systems and the ability to apply policies and procedures that facilitate effective financial control and analysis. The CFO/District Secretary serves as the Public Records Officer, the confidential secretary to the Board of Fire Commissioners, and is responsible for setting the meeting agendas with the Board Chairman. The CFO/District Secretary is also the Risk Manager for the District, and works with 3rd party administrators relating to fiscal, audit, purchasing, and administrative policies of the district. The CFO/District Secretary must learn and understand the Benefit Charge funding mechanism for a fire district, as the District voters recently approved a Fire Benefit Charge (November 2020) that will diversify the funding for the district.

For a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

1. The CFO/District Secretary will be responsible for the implementation of the Benefit Charge.
2. Continued management and growth of the medical transport operations billing process will be a priority for the next CFO/District Secretary.
3. This position will make use of grants and alternate funding sources to increase staffing, with future funding mechanisms to sustain grant funds.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration, five (5) years of Public Sector accounting and finance experience, three (3) years of experience administering a public sector entity-wide budget, three (3) years of experience performing accounting work in a unionized workplace, and experience with State Audits is required. The ideal candidate will have experience costing collective bargaining agreement proposals, experience working with grant funds and experience writing grants, and previous experience working within a fire benefit charge structure.

Necessary Knowledge, Skills and Abilities:

- Experience and the ability to develop costing proposals and compensation projections for Collective Bargaining purposes. The CFO needs to understand the Collective Bargaining process and interpretation of the Collective Bargaining Agreement.
- Public finance experience including general funds, capital funds, bond financing, and refinancing.
- Thorough knowledge of government purchasing, budgeting, risk management and computerized financial systems.
- Knowledge of the principles and techniques of financial management and budgetary control, principles and practices of accounting and business administration, including knowledge of pertinent federal, state, and municipal laws related to assigned job duties.
- Extensive knowledge of the Open Public Meetings Act and Open Public Records Act.
- Knowledge of the general principles of public fiscal administration including budgeting, purchasing, personnel systems, cash management, reporting and automated data processing application.

- Thorough knowledge of record retention laws governed by the State of Washington Office of the Secretary of State.
- Knowledge of processes and procedures as confidential secretary to a Board of Commissioners.
- Thorough knowledge of Governmental Accounting Standards Board (GASB), and Washington State Budgeting, Accounting, and Reporting System (BARS).
- Skilled in critical thinking, detail-orientation, and time management.
- Experience using networks, computers, and specific programs such as Word, Office, spreadsheets, financial systems etc.
- Ability to convey information verbally and written effectively and efficiently; possess competent verbal, nonverbal and written communication skills.
- Ability to apply financial theory and principles to resolve problems.
- Ability to gather, assemble and analyze facts, draw conclusions, and devise techniques suitable for management. Adept at problem solving.
- Ability to prepare and deliver oral and written reports on financial matters.
- Ability to develop and manage administrative projects and to anticipate and respond to administrative and operational problems.
- Ability to thoroughly investigate sensitive issues. Must be able to follow-through in a confidential and diplomatic manner.
- Ability to correlate and calculate Fire Benefit Charge fee structure for District Revenue source.
- Ability to make decisions after collecting relevant information and to provide guidance on appropriate actions to take.

- Customer-service orientation and the ability to convey a sincere willingness to be of service and/or open to resolving the situation at hand.
- Ability to successfully work independently given strategic direction.
- Ability to work effectively in a team environment, supervise assigned staff utilizing leadership to interact with others in a manner that is professional, sensitive, calm, and unbiased.
- The ideal candidate will be flexible, proactive, and tactical, have the ability to work independently, and be persuasive with tact. Candidates must have experience accepting and initiating change of operations and systems, and a demonstrated ability to see beyond the black and white of issues to find the gray area.

COMPENSATION & BENEFITS

- **\$96,843 - \$121,053 DOQ**
- Full Medical/Dental/Vision/Rx premiums paid by District for self and eligible dependents (spouse, children)
- Up to \$375 contribution into an HRA VEBA per month
- \$550 contribution to Deferred Compensation 457b per month
- DRS PERS pension eligible position
- 10 days' vacation per year
- 12 days' sick leave per year
- Holiday pay - 108 hours per year
- Education reimbursement
- Wellness incentive

**Please Visit:
www.grahamfire.org**

Graham Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 10, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Graham Fire & Rescue, WA – Chief Financial Officer/District Secretary**" and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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