



St. Helens, Oregon

CHIEF FINANCIAL OFFICER

\$72,360 - \$92,364

(Salary Under Review)
Plus Excellent Benefits

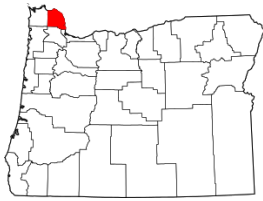
Apply by
March 12, 2023

(Open Until Filled)

PROTHMAN



THE COMMUNITY



Headquartered in Columbia County, Oregon in the City of St. Helens, Columbia 911 Communications District is the sole public safety 911 answering point and dispatch center for all public safety agencies based in Columbia County, Oregon. The District also services small adjacent portions of Clatsop, Multnomah, and Washington Counties.

Located at the Northwestern tip of the Oregon and Washington State border, Columbia County, Oregon is home to 52,500 residents. The vast Columbia River serves as the County’s northern and eastern border and provides residents and visitors an abundance of land and river activities all while being surrounded by beautiful pacific northwest views. The region is proud to be a part of the route for the Seattle to Portland (STP) Bike Race each year, along with the Hood to Coast relay; the most popular relay race in the world that annually draws participants from over 40 countries. Both STP and the Hood to Coast Relay pass through the cities of Rainier, Prescott, St. Helens, and Columbia City.

The City of St. Helens (pop. 13,800) is the largest city within the County in both size and population and has been the County Seat since 1857. Originally founded and named ‘Plymouth’ in 1845 by a Captain and Native of New England, St. Helens was renamed to pay homage to the massive active volcano Mount St. Helens in 1850 due to its dominant, beautiful, picturesque presence on the horizon. St. Helens is located roughly 85 miles from ocean beaches and Oregon Coast towns such as Seaside, and just 30 miles from the City of Portland, Oregon, and the City of Vancouver, Washington.



The City of St. Helens offers year-round entertainment such as walking tours, campgrounds, restaurants, the historic Columbia Movie Theater, boutique and souvenir shops, and an abundance of river access areas from parks, beaches. The local marina also provides access for boats and watercraft to launch. Each October, the City gets tens of thousands of visitors each weekend during the City’s ‘Spirit of Halloweentown’ event. St. Helens is well known for being used as a filming location for the Halloween classic “Halloweentown”. Every year since the release of the movie in 1998, St. Helens celebrates the movie and all things Halloween with a month-long event consisting of photo opportunities with the famous pumpkin, a haunted hotel experience, museums and exhibits, street performances, costume contests, dance lessons, a self-guided walking tour, pony rides, and a vendor village for shopping, eating, music, and more.



Just off the river shore on a 31.7-acre island in the middle of the Columbia River in St. Helens, residents and visitors can enjoy the Sand Island campground; a popular reservation overnight destination that features docks, trails, campsites, water adventures, and picnic tables. Accessed via boat shuttle, the campsite offers visitors great views of Mt. St. Helens in Washington State and Mt. Hood in Oregon State.

For those looking to explore, 20 minutes north of St. Helens, the City of Rainier (pop. 2,006) is primarily residential and surrounded by a variety of other rural communities. Residents enjoy the City-hosted Rainier Days in the Park each July, located at the Rainier City Park on the Columbia River. Just north of the park is the Lewis and Clark Bridge, which spans the entire width of the Columbia River and connects Rainier to Longview, Washington.

THE DISTRICT

Serving Columbia County since 1989, Columbia 911 Communications District (C911CD) provides 911 call taking, dispatching, and non-emergency communication services for seven law enforcement agencies and six fire districts – including emergency medical dispatch for four fire district owned ambulance services and one private ambulance. In addition, the District provides a variety of communications support activities for several other public and private entities in the county. C911CD handled approximately 67,800 calls for service and over 75,000 phone calls in 2021.

C911CD is governed by a Board of Directors elected from five zones within Columbia County, each serving staggered four-year terms. The District relies on a permanent tax levy, a five-year local option tax and exercise taxes for funding and has a 2022-2023 general operating fund of \$6,358,000.

THE POSITION

Under the supervision of the Executive Director, the Chief Financial Officer oversees the general business administration of the District; effectively manages the efficient business, financial, human resource, and administrative activities of the District including financial reporting, accounting, budgeting, payroll, accounts payable and receivable; acts as the District Budget Officer. Must be able to maintain confidentiality; current vehicle insurance and comply with all laws governing motor vehicle use in Oregon.

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



THE IDEAL CANDIDATE

Education & Experience:

- Associate Degree in Accounting or Bachelor in Business with Accounting emphasis or equivalent experience.
- Three (3) years' experience with similar responsibilities and training that would likely provide required knowledge, skills, and abilities.
- No Disqualifying Criminal History.

Necessary Knowledge, Skills, and Abilities:

- Ability to learn and implement the policies, practices and procedures of the District and make independent decisions and solve problems pertaining to areas of responsibility.
- Ability to effectively use oral and written English communication in the performance of duties and responsibilities.
- Knowledge of general office procedures and office software programs, including current business computer systems, software, accounting programs, 10-key and other normal office equipment.
- Demonstrated experience in a "full charge" governmental fund accounting position and general office routines.
- Knowledge of Oregon Municipal Budget laws and procedures with experience in preparing and administering an annual budget.
- Experience and/or training in payroll procedures and preparing and filing related state and federal quarterly and annual payroll reports.
- Possession of, or ability to obtain an Oregon Notary Public license.

COMPENSATION & BENEFITS

- **\$72,360 - \$92,364 DOQ** (Salary Under Review)
- Medical, Dental, Vision, and Prescription Insurance Plans
- Life Insurance
- Long-term Disability Insurance
- PERS Retirement Plan
- Accrued Paid Leave
- 7 Paid Holidays
- Deferred Compensation

To view the detailed benefits, please view the attachment found [here](#).



For more information on the
Columbia 911,
please visit:

www.columbia911.com

The Columbia 911 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 12, 2023**. This position is open until filled. Applications will be reviewed as submitted. 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 "Columbia 911 Communications District, OR – Chief Financial Officer", and click "Apply Online", or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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