



## **RECRUITMENT**

### **FINANCIAL ADMINISTRATOR**

#### **La Pine Rural Fire Protection District**

#### **THE POSITION**

The Financial Administrator provides professional management and direction for various financial and business services to include preparation of the annual budget of the District. The Financial Administrator is responsible for organizing and planning all accounting operations, financial reporting, payroll functions, purchasing contracts & bid management, and internal/external audit functions. This position will also support the Office Manager with some HR related functions and customer service.

No Residency Requirement

#### **TO APPLY**

[Please email your cover letter, resume, completed application, and any supporting documentation to admin@lapinefire.org](mailto:admin@lapinefire.org)



#### **APPLICATIONS ACCEPTED**

**Sept 1, 2023 until filled**

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#### **COMPENSATION**

**Salary Range \$77,500 -  
\$94,200 based on  
education and  
experience.**

**Excellent Benefit  
Package and PERS  
Retirement**

**Flexible Hours of work**

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#### **MINIMUM QUALIFICATIONS**

- **High school diploma or GED equivalency certificate**
- **Possess a valid driver's license and Insurable**
- **Associates Degree or Higher in Accounting or Business**
- **Experience in Business and Office Practices and Finance Functions**
- **Familiarity in Financial and Productivity Software**

Financial Administrator  
Job Description #102 Classification:  
Financial Administrator-Non-Exempt

Effective: July  
13,2023 Revised:  
September 1, 2023

## **Financial Administrator** **LA PINE RURAL FIRE PROTECTION DISTRICT**

### **General Statement of Duties/Job Objectives:**

Provides professional management and direction for various financial and business services to include annual budget of the District. Responsible for organizing and planning all accounting operations, financial reporting, payroll functions, purchasing contracts & bid management, and internal/external audit functions. Supports office manager with HR related functions and addresses visiting public.

### **Supervision Required:**

Works under the direct supervision of the Fire Chief who assigns and reviews work for conformance with district policies. Maintains confidentiality as required by Fire Chief.

### **Supervision Given:**

No direct reports under this position currently.

### **Essential Functions of the Job:**

The essential functions of this position include but are not limited to, the following duties and responsibilities:

- General Ledger
  - o Prepares and posts journal entries for period/month-end closing; assembles and archives comprehensive supporting documentation; performs various diagnostic reviews of database records, balancing of subsidiary ledgers & control accounts; and analyzes reports on balance sheet account fluctuations. Completes various bank account and balance sheet reconciliations. Reviews other accounting transactions and documentation for accuracy and compliance with internal controls. Recommends corrective actions and improvements.
  - o Manages the content and integrity of the chart of accounts and the general ledger data, including the subsidiary ledgers. Reviews, implements, and maintains internal controls and procedures, and recommends changes to the structure. Ensures adherence with Generally Accepted Accounting Principles (GAAP). Reviews account reconciliations and directs corrections of discrepancies. Analyzes activities and prepares reports.
- Accounts Receivable
  - o Processes full-cycle accounts receivable duties, including following contracted billing requirements, issuing of invoices to outside agencies, preparing and reviewing statements, researching and correcting discrepancies, and coordinating the collection process for delinquent accounts. These duties apply to recurring service agreements with standard procedures as well as more complex situations involving incident response cost recovery and grants requiring sensitivity to requirements and deadlines and effective communication with a wide range of internal and external stakeholders.

- o Establishes standards for accounts receivable practices. Monitors aging schedule to ensure collections are timely and accurate and directs follow up actions. Identifies required accounting practices for special agreements and contracts. Advises designated grant manager on financial tracking processes. Monitors grant receipts and financial reporting obligations.
- Treasury and Investment Management
  - o Coordinates cash management activities including initiating weekly and monthly bank transfers and monitoring account balances daily to ensure sufficient funding for operating activities and to maximize interest earned.
  - o Ensures proper recording of all investment transactions. Manages cash flow reporting to ensure cash balances are sufficient to fund District operations. Ensures investment activity continues to meet Board policy. Reviews monthly Board materials and manages annual audit responsibilities of the investment portfolio.
- Financial Statements
  - o In conjunction with monthly financial statement preparation and distribution, performs reconciliation of statement totals to corresponding budget, prior year, and trial balance report totals; and identifies items outside of benchmark targets, researches reasons, and provides explanation of variance. For the Annual Comprehensive Financial Report, prepares trial balance and assigned footnotes to the financial statements, and other financial schedules, researching and compiling source data, and ensuring accuracy and compliance with Government Accounting Standards Board (GASB) statements. Researches proposed, new, and existing Governmental Accounting Standards Board (GASB) statements as assigned to determine applicability to the District, anticipate impact, and develop procedures to implement.
  - o Leads the monthly and annual financial period closing processes ensuring all subsidiary ledgers are balanced and accurate. This includes monthly financial statement preparation review. Ensures accurate preparation of trial balance for the Comprehensive Annual Financial Report. Serves as the primary preparer of government-wide adjustments and financial statements.
- Capital Assets
  - o On a regular basis, reviews and maintains capital assets transactions records, including tracking project costs, verifying proper categorization of assets, preparing summary reports, and closing and capitalizing completed projects. Escalates to manager decisions on general District practices for asset tracking.
  - o Reviews and analyzes capital asset work papers and schedules for GAAP compliance and capitalization policy. Implements the provision of purchase and sale agreements, and lease agreements. Manages the capital asset database by auditing entries and compiling year-end adjustments.
- Annual Audit
  - o Prepares responses to requests for information from external auditors as assigned, including compiling data and completing schedules.
  - o Manages preparation of external audit work paper schedules and serves as on-site primary contact for the general ledger portion and transactional details of external audits and reviews by Certified Public Accountants and others. Maintains grant compliance activities under the Uniform Guidance for the Single Audit.
- Fiduciary/Regulatory
  - o Monitors transactions of various fiduciary accounts and prepares various financial schedules and investment reports to District management and Board of Directors. Files required forms and returns with federal and state regulatory agencies.
  - o Ensures all tax and other regulatory requirements for external agencies are accurate and timely.

- Special Projects
  - Performs work on special projects as assigned which may involve standardization, ad hoc research, or process changes.
- Accounts Payable
  - Establishes standards for accounts payable practices. Ensures internal controls are sufficient to mitigate risk of fraudulent activity and provides direction for escalated troubleshooting on related issues. Manages integrity of vendor database.
- Risk Management
  - Manages collection and reporting of information for annual review of District's liability, property, vehicle, and cyber insurance policies. Serves as a primary contact with the District Insurance broker and underwriters and assists with claims management.
- Pay Role
  - Works with Office Manager to process payroll for all employees and submits required bi-weekly, quarterly, and year-end payroll reporting and reports payroll liabilities to appropriate agencies.
- Other duties as assigned.

### **Knowledge, Skill and Ability:**

Thorough knowledge of accounting principles and thorough knowledge and familiarity with local government budget and accounting procedures and practices; skilled in maintaining effective public relations. Proficient in: Word processing/typing of at least 50 wpm; QuickBooks and other accounting software; Microsoft Office including Excel, Word and Outlook. Ability to keep records and prepare reports and findings; ability to perform complex assignments not requiring close supervision; ability to plan, organize and effectively supervise the work of subordinates; ability to conduct independent studies and manage technical programs, to evaluate data and to prepare clear and concise reports; ability to establish and maintain harmonious working relationships with other employees and with the public.

### **Responsibility:**

The Financial Administrator is responsible for the planning, direction, and management of the day-to-day accounting operations of the District. She/He will maintain a complete and accurate general ledger, ensuring accurate and effective financial reporting. She/he will ensure the timely and accurate collection of the District's revenue by coordinating the accounts receivable cycle. He/She will be responsible for the financial statements, treasury management, internal control compliance, and performs special projects as assigned. She/He shall conduct him/herself in such a way that will bring credit to the district. She/He shall maintain all certifications and accreditations and/or levels of training required for that position. She/He shall also maintain required knowledge, skills and abilities and keep him/herself abreast of current methods and techniques by attending training and education.

### **Experience, Education and Training:**

Graduation from High School or possession of GED is required. Associate's Degree (Bachelor's preferable) in Accounting or Business, and/or five or more years of progressive experience in business office practices that includes finance (accounts payable, accounts receivable and general ledger), budgets, payroll processing, medical and/or ambulance billing and collections; or any equivalent combination of experience and training which demonstrates the ability to perform described duties is required.

### **Necessary Special Qualifications:**

Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be insurable by district's insurance.

**Physical Demands and Work Environment:**

Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.

**Work Agreement:**

The Financial Administrator works under Board Policy #01-04; Employee Work Agreement, Non-Exempt Employees, Administrative Services; which outlines in detail the work agreement between the fire district and administrative office staff.

*Erick Holsey*

Erick Holsey, Fire Chief \_\_\_\_\_

9/1/2023 \_\_\_\_\_

Date

# LA PINE RURAL FIRE PROTECTION DISTRICT

PRIDE • SERVICE • DEDICATION



## JOIN THE LA PINE RURAL FIRE PROTECTION DISTRICT

### *NOW HIRING FINANCIAL ADMINISTRATOR*

#### **THE COMMUNITY**

Located in a high mountain basin of Central Oregon, the La Pine Rural Fire Protection District is nestled in southern Deschutes County. Considered by many as a premier place to live, work, and play, this community offers an exceptionally high quality of life. Consistent with the Oregon lifestyle, the residents and visitors can enjoy the Cascade and Paulina mountains, volcanic formations, rivers, lakes, wildlife and abundant recreational activities.

Being on the east side of the Cascades, the climate is generally dry and sunny with an average of 23" annual total precipitation and will commonly see approximately 300 days of sunshine a year. Summer temperatures normally range between 35 and 85-degrees F and winter temperatures of between 0 and 40-degrees F. Precipitation falls mostly in the winter season, often as snow, which averages 95" annually at the base elevations.

Roughly 15 to 35 miles south of Bend, the community once a native summer hunting region, then ranching and commercial logging, is now primarily a recreational and bedroom community with a mix of residential, small business, surrounded by state and federal lands, along with intermingled ranches.

#### **GOVERNANCE**

The La Pine Volunteer Firefighters Association was established in June of 1968 and on May 12, 1971 the Deschutes County Commissioners ordered the formation of the La Pine Rural Fire Protection District after the La Pine area community, by a special county election voted to approve the forming of the special district. The La Pine Rural Fire Protection District is governed as an independent unit of local government (special district) under the laws of the State of Oregon. Governed by a five-member board, the board positions are elected and serve terms of 4 years.

## THE ORGANIZATION

The fire district is a full-service career department providing fire, rescue and emergency medical transport services to a fast-growing region with a population of approximately 25 thousand residents between the City of La Pine and surrounding unincorporated areas.



With an annual budget of \$8.2 million, the district operates out of three fire stations and one administration building to provide fire and rescue services to an area that encompasses 120 square miles, and 800 square miles of ambulance emergency medical services. In 2022, the district responded to 2,965 calls for services with personnel consisting of 1 Fire Chief, 1 Assistant Fire Chief, 2 Administrative Staff, 26 Career Fire/Medic Staff, up to 12 Student Residents, and 11 Support Services members.



Due to increasing calls for service the district is planning to add additional fire and medical personnel in 2023. Additional staff is dependent upon grant and levy support.



## **THE POSITION**

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The Candidate selected will be offered employment based on the following process:

1. A review of applications, resume and cover letter
2. Top Candidates will be invited to interview process



This position is a non-uniformed, non-civil service position. The position is unrepresented at will and has a 6 month probationary period. This is a full time 1 FTE position with a 40 hour work week. Set days and hours negotiable upon job offer. This position is eligible for overtime and/or compensatory time.



### **MINIMUM REQUIRED EXPERIENCE, EDUCATION, TRAINING:**

- High school diploma or equivalent
- Valid Driver's License with acceptable record
- Associates Degree in Accounting or Business
- Experience in Business and Office Practices and Finance Functions
- Familiarity in Financial and Productivity Software
- Must be able to perform the essential duties of the position, with or without reasonable accommodation

### **DESIRABLE REQUIREMENTS:**

- Bachelors or Masters degree in Finance or Accounting
- Certified Public Accountant
- Experience and/or education in public budgeting process
- Experience in grant reporting requirements
- Experience or familiarity with ambulance billing practices and Medicare/Medicade rules and regulations

### **ADDITIONAL REQUIREMENTS:**

- a. Must be insurable by the District and possess and acceptable driving record
- b. Must be able to lift up to 30 pounds
- c. Employment History Verification (Pass / Fail)
- d. Reference and Education Verification (Pass/Fail)
- e. Criminal Background Check (Pass/Fail)

### **COMPENSATION AND BENEFITS**

Salary Range is \$77,500-\$94,200 based on education, experience, and certification

Benefit package includes: Oregon Public Retirement (PERS), Medical/Dental and Vision, Life Insurance and AD&D, Disability Insurance, Employee Assistance Program, Vacation and Sick Leave, Oregon Family Leave (OFLA), Paid Leave Oregon, HRA VEBA, 5-Step pay scale increases.

Position is non-represented.

La Pine Fire District has no established Residency Requirement.

## **CURRENT HIRING STATUS**

La Pine Fire District is recruiting to fill 1 current vacancy.

## **TO APPLY**

If you are interested in this outstanding opportunity, please complete the La Pine Fire District application available at [www.lapinefire.org](http://www.lapinefire.org) and forward your completed cover letter, resume, application, and supporting documentation via email to: [admin@lapinefire.com](mailto:admin@lapinefire.com)

### ***Filing Deadline: Open until filled***

Following closing, cover letters, resumes, and applications will be screened in accordance to the qualifications outline above. Following the initial candidate screening, candidates will be selected and provided an invitation to the interview process.

## **VETEREN'S PREFERENCE POINTS:**

Eligible Veterans who meet the qualifications will be given veteran's preference. To receive preference, veterans must complete the La Pine Fire District Veterans Preference Point Application and provide supportive documentation.

## **TESTING / EVALUATION COMPONENTS:**

The evaluation for the position of Financial Comptroler may include, but not limited to the following:

- Panel Interview
- Prepare Sample Budget

Preparation:

Applicants for the position may be asked to prepare a sample budget presentation. Parameters for this will be provided prior to interview scheduling.

Anticipated Interview Date: September 4, 2023.

Direct questions concerning the job announcement or application process to:

Tammie Waters, Office Manager, (541) 536-2935 extension 101 or email [admin@lapinefire.com](mailto:admin@lapinefire.com)



# La Pine Rural Fire Protection District

## Employment Application

La Pine Rural Fire Protection District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

**To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.**

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.  
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

<b>Position</b>		
Position Applying For	Available Start Date	Today's date

<b>Personal Information</b>			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Proof of identity will be required upon employment)			

<b>Education</b> <span style="float: right; font-weight: normal;">List any colleges, military, trade, business or other schools attended.</span>				
Do you have a high school diploma or GED Certificate? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

<b>Certificates &amp; Licenses</b> <span style="float: right; font-weight: normal;">List professional license, registration, or certificate required or preferred for position.</span>			
Type	Issuing Agency	Date Issued	Date Expires



# La Pine Rural Fire Protection District

## Employment Application

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### Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

<b>Employer (1)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
<b>Employer (2)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
<b>Employer (3)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
<b>Employer (4)</b>	Job Title	Dates Employed (from-to)	



# La Pine Rural Fire Protection District

## Employment Application

Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			

References	
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____

Certification & Signature
<p>I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.</p> <ul style="list-style-type: none"> <li>I certify that all statements contained herein are true and complete.</li> <li>I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.</li> <li>I authorize the employing agency to verify the employment and education information provided in this employment application.</li> <li>I authorize my driving record to be checked if the position for which I am applying requires driving.</li> <li>I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.</li> <li>I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation               <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No    Explanation: _____</li> </ul> </li> </ul>
<p><b>Signature:</b> _____ <b>Date:</b> _____</p>



# La Pine Rural Fire Protection District

## Employment Application

### **Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions



# La Pine Rural Fire Protection District

## Employment Application

- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran’s Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;  
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans’ Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_