

Professionally and compassionately helping people



**PUGET SOUND
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

**CHIEF
FINANCIAL
OFFICER**

CAREER OPPORTUNITY

RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

Department Overview

- 13 Fire Stations
- 3 Battalions
- 300+ full-time employees
- 25,000 emergency responses in 2017



THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens, with over 25,000 emergency responses in 2017.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 300 employees and an annual budget of nearly \$70 million.

Under the leadership of the Admin Support Deputy Chief, the Chief Financial Officer will manage, coordinate, review and evaluate the financials, oversee the development of the department budgets and balance fiscal priorities among divisions, projects and programs.

CORE VALUES

Be safe. Do your best. Serve with integrity. Take care of each other.

THE IDEAL CANDIDATE

CORE COMPETENCIES

Ethical Behavior:

Uphold the public's trust.

Organizational

Leadership: Provide effective leadership across the organization.

Stakeholder Value:

Creating and maintaining sustainable value for stakeholders.

Governance: Risk

management and internal controls supporting the organization in achieving its objectives.

Integrity: Integrating

corporate social responsibility.

Navigator: Facilitating

business practices in performance.

Communication:

Effectively communicate with internal and external customers.

- Knowledge of government finance. Specifically, understanding the levy process and how government agencies are funded.
- Considerable experience developing and managing a multimillion dollar budget, including making difficult strategic budget decisions and presenting to key stakeholders.
- An innovative leader with a proven track record of coaching and team building, and the ability to hold staff accountable for results.
- Demonstrate ability to effectively communicate and work efficiently with other key partners collaboratively.
- Identify key opportunities to improve processes and increase efficiency.

EXAMPLES OF DUTIES

- Monitors funding generation and expenditures to identify need for more in-depth analysis; establishes and maintains an internal control structure for expenditures, assets and financial reporting to ensure fiscal accuracy and that obligations are met.
- Manages the financial planning functions to include: the annual budget, evaluation and recommending fiscal and budgetary policies and alternatives.
- Responsible for ensuring the effective and efficient operation of the financial operations of the RFA including general ledger, budgeting, managing, and analysis.
- Develop performance measures that support the organization's strategic direction.
- Responsible for maintaining and reviewing the RFA's accounting processes and procedures to ensure efficiency, compliance, and conformance with applicable federal, state, and local laws, codes and regulations, policies and procedures, GAAP, GASB and BARS standards.

APPLICATION & SELECTION

Application deadline:

July 30th at 0800

Please apply at:

www.pugetsoundfire.org

SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Lindsey Arsanto, Human Resources Manager at 253-856-4320.



EMPLOYMENT STANDARDS

1. Master's degree is highly preferred. A minimum of a Bachelor's degree in Finance or Business Administration is required.
2. Five (5) years of progressive management experience in finance which includes supervising staff members.
3. Certification from Government Finance Officers Association (CPFO- Certified Public Officers Program) or a similarly related government finance certification.

COMPENSATION & BENEFITS

This exempt leadership position will be offered at a starting salary of \$115,000 – \$125,000 with the following benefits in addition:

- Longevity Pay
- Vacation: 144 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 8 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: choice of medical plans, dental and vision
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement