

**Professionally and compassionately helping people**



**PUGET SOUND  
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

**Sr. Accountant III**

**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
- 350+ full-time employees
- 28,000+ emergency responses in 2020



## 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.

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 350 employees and an annual budget of over \$78 million.

Under the leadership of the Budget & Accounting Manager, the Sr. Accountant III will be a member of the Finance team. This team serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

### CORE VALUES

**Integrity, Innovation, Inclusion and Service**

### MISSION

**To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.**

### VISION

**To be a trusted resource for building safe and healthy communities**

## APPLICATION & SELECTION

Application deadline:  
April 26<sup>th</sup> at 8:00 am

Please apply at:

[www.pugetsoundfire.org](http://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 Jennifer Zager, HR Specialist at 253-856-4309 or [JZager@pugetsoundfire.org](mailto:JZager@pugetsoundfire.org)



## EDUCATION AND EXPERIENCE REQUIRED:

### MINIMUM REQUIREMENTS:

**Education:** Bachelor's degree in Accounting, Public or Business Administration or related discipline.

**Experience:** Six (6) years of accounting with 2 years of progressively responsible experience in governmental accounting. Proficient in Microsoft Excel.

### *Preferred:*

CPA designation with public sector experience.

### *Or:*

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.

## COMPENSATION & BENEFITS

The annual salary range for this position is: \$67,467 to \$101,200 with the following benefits in addition:

- Longevity Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 10 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- 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 & Education Incentive Pay

## THE IDEAL CANDIDATE

### Essential Functions:

- Perform G/L activities associated with month end and year end reconciliations and closing, including bank reconciliation, revenue reconciliation, making correcting entries as necessary.
- Monitors bank account activity and manages the cash collection process. Provides information to King County re: revenues and non-check expenditures. Coordinate with King County on all treasury functions.
- Develop and revise Finance policies and procedures, develops and oversees internal controls.
- Prepare year-end financial reports, act as the audit liaison with the State Auditor's Office.
- Assist with budget preparation as directed by the Budget & Accounting Manager.
- Provide training to Finance Staff and other departments on a variety of RFA financial matters and procedures. Be an informal leader, provide technical expertise and data analysis on a variety of topics.
- Implement new GASB standards as necessary, under the direction of the Budget & Accounting Manager.
- Provide backup to other Finance functions as necessary, including A/R billings, contract and grant management.

### KNOWLEDGE OF:

- Advanced methods, techniques, and practices of maintaining complex financial records
- Advanced principles, practices, and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting
- Database management, development and reporting theory
- Basic knowledge in grant management
- Financial and fiscal statistical, analytical, research and projection techniques
- Cash and accrual basis of accounting