

Professionally and compassionately helping people



**PUGET SOUND
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

Accountant - CPA

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
- 26,000 emergency responses in 2018



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 26,000 emergency responses in 2018.

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 CFO, the Accountant will be a member of the Finance Department. This Department 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

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

APPLICATION & SELECTION

Application deadline:
October 17th at 8:00 a.m.

Please apply by going to our website www.pugetsoundfire.org. Complete the job application and include a cover letter and send to JZager@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



EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS:

Education: Applicants must hold an active Certified Public Accountant (CPA) designation with a bachelor's degree in Finance, Accounting, Business or a related discipline.

Experience: One year in accounting.

PREFERRED EXPERIENCE:

One year in public sector accounting.

OTHER REQUIREMENTS:

A valid driver's license

COMPENSATION & BENEFITS

This nonexempt position will be offered at a salary of \$61,331 – \$91,997 with the following benefits in addition:

- Longevity Pay
- Vacation: Starts at 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

THE IDEAL CANDIDATE

- Become familiar with, follow, and actively support the Department's mission, vision, and value statements.
- Applies quality customer service principles and concepts to assist internal and external customers in a patient, courteous, and tactful manner.
- Demonstrate ability to effectively communicate and work efficiently with others collaboratively.
- Operate within the RFA's procedures and guidelines to professionally represent the department.

EXAMPLES OF DUTIES

- Preparation and posting of general ledger entries, general ledger reconciliation.
- Tracking cash receipts and cash disbursements.
- Develop and implement internal controls.
- Monitor multi-fund budgets, division, department and grant budgets.
- Prepares annual financial report.
- Tracks cash receipts and cash disbursements to record and classify to proper accounts in accordance with BARS.
- Assists with budget development and analysis.
- Develop and prepare complex financial reports, review and/or analyze the financial performance.

KNOWLEDGE OF:

- BARS accounting and reporting systems
- Basic principles, practices, and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting
- Proficient in Microsoft Office products; advanced Microsoft Excel
- Basic knowledge in grant management
- Basic research methods
- Quality customer service principles and practices