

Professionally and compassionately helping people



**PUGET SOUND  
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

# Accountant I

**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 Accountant I 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:

January 28th at 4:00 pm or until filled

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:** High School Diploma or equivalent.

**Experience:** Four (4) years of professional experience in public sector accounting.

**Preferred:** Associates or Bachelors Degree in Accounting or Finance.

**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: \$60,792 to \$85,405 with the following benefits in addition:

- Longevity Pay
- Education Incentive Pay
- Vacation: 96 hours annually
- 30 hours personal holiday annually
- Holidays: 12 paid holidays annually
- Sick Leave: 120 hours annually
- 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

## **ESSENTIAL FUNCTIONS:**

- Prepare accounts receivable invoices. Analyze associated department revenues.
- Reconcile payroll clearing and liability accounts.
- Prepare journal entries for finance department and journal entries to King County.
- Prepare Sales/Use Tax reports and other reports as required.
- Monitor and maintain grant documentation.
- Maintain capital assets and Small and Attractive Capital Assets.
- Procurement card administration; manage and process approvals and statements monthly.
- Analyze and submit financial information for GEMT (Ground Emergency Medical Transport) program for Maple Valley (Fire District #43).
- Create electronic payments for benefits and expenses associated with bi-weekly payroll. Assist A/P with G/L account numbers and procedures as needed.
- Annual unclaimed property reporting to WA State Dept. of Revenue for Puget Sound RFA and Maple Valley (Fire District #43).
- Training for Finance Policies, procedures, including Pcard training.
- Responsible for bank reconciliations.
- Assist with month end closing.
- Other duties as assigned.

## **Knowledge:**

- Municipal government policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances.
- Intermediate principles, practices, and procedures of governmental budgeting, accounting, and purchasing including preparation, monitoring, transferring, and reporting (GASB & BARS).
- Municipal financial research and analysis methods and techniques.
- State, local sales and use tax rules, regulations, and rates.
- Laws, rules, and regulations related to accounting in government operations.
- Complex integrated computer systems and applications related to accounting.
- Cash basis of accounting, Fund accounting.

## **Skills:**

- Attention to detail.
- Effective organizational skills.
- Oral and written communication skills.
- Work on multiple projects simultaneously, with shifting priorities and tight deadlines.
- Interpersonal skills using tact, patience, and courtesy.
- Maintain confidentiality concerning financial and employee records.
- Analyze a variety of complex and technical reports and financial documents.
- Provide technical expertise and information regarding accounting principles, practices and policies.