



SENIOR ACCOUNTANT

WHAT YOU WOULD DO

Tualatin Valley Fire & Rescue provides a unique opportunity for a senior accountant to support first responders through important work in its Finance Division. This finance and accounting work has a meaningful impact by supporting TVF&R's mission. The senior accountant maintains a complete and accurate general ledger, ensuring accurate and effective financial reporting. They also ensure the timely and accurate collection of the District's revenue by coordinating the accounts receivable cycle.

THE IDEAL CANDIDATE

The senior accountant works independently and can successfully perform a variety of accounting calculations and work, while using their time effectively and efficiently. They enjoy the opportunity to work on non-typical, emergency response-focused, and public service finance and accounting projects and processes. The ideal candidate is relied upon by the District as an integral part of the Finance Division.

The senior accountant is naturally curious-minded, asking questions to support process improvement and problem solving within the Finance Division. They are organized in their daily work, detail-oriented, self-aware and poised, and comfortable working with internal and external customers while building constructive and effective relationships with individuals of various positions. The senior accountant takes initiative for assigned projects and perseveres through their completion.

WORK LOCATION

TVF&R strives to provide exceptional internal and external customer service. To ensure a collaborative and supportive environment with both the public we serve and our coworkers, the employee will predominantly perform their work on-site at the Command and Business Operations Center, 11945 SW 70th Ave. in Tigard.

WHO WE ARE

Tualatin Valley Fire & Rescue is Oregon's largest fire district and provides fire protection and emergency medical services to more than 542,000 people. We are located in one of the fastest growing regions in the state. Our 390-square-mile service area includes most of Washington County and portions of Clackamas, Multnomah, and Yamhill counties.

Apply online at
www.tvfr.com/careers

Applications will be screened immediately for minimum qualifications. Candidates who meet qualifications and sufficiently answer the supplemental questions will be invited to an on-site interview.

TVF&R is an equal opportunity employer and seeks to attract a diverse workforce that reflects the community we serve in order to deliver safe, professional, high-performance service.





QUALIFICATIONS

- Bachelor's degree in finance, accounting, or related field **and** two years experience in an accounting position that includes a majority of full-cycle accounting and auditing process functions (or some permutation of experience and education equal to seven years of experience).
- Knowledge of and experience applying Generally Accepted Accounting Principles (GAAP); governmental accounting and budgeting knowledge preferred.
- Knowledge of and experience applying financial analysis techniques to develop and prepare financial reports.
- Certified Public Accountant is preferred.
- Ability to prepare and archive records in a manner that facilitates efficient retrieval for review by management and external financial auditors.
- Ability to identify and resolve minor problems and utilize good judgment about when to involve supervisors' assistance to resolve issues or address trends.
- Advanced skills in Excel.

COMPENSATION & BENEFITS

The monthly salary range within a step system for this position is \$5,789 – \$7,833 per month. The starting pay assignment, based on a candidate's bona fide factor analysis in accordance with the District's pay equity system and the Oregon Equal Pay Act, will be no higher than \$6,942 per month. The maximum of \$7,833 can be attained after five years contingent on performance.

The District offers a competitive benefits package which includes:

- Annual performance-based step increase for eligible employees
- Vacation, sick leave, and personal leave accruals
- 12 paid holidays per year
- Leaves for bereavement, military duty, and jury duty
- Medical, dental, and vision insurance
 - District pays 90% of monthly premiums
 - Employees with existing coverage may opt out of medical and/or dental coverage and receive a monthly stipend
- TVF&R establishes and contributes funds to an HRA VEBA (used to pay for out-of-pocket medical and dental expenses)
- Life insurance/AD&D/LTD (employer paid)
- Retirement plan through Oregon Public Employees Retirement System (PERS)
- Available voluntary deferred compensation (457) plans and matching contribution, based on 457 participation, up to 5% in a 401(a)