



Washington

FINANCE SPECIALIST

\$75,600 - \$87,360

Plus Excellent Benefits

Apply by

August 27, 2023

(Applications Reviewed as Submitted. Open Until Filled.)

PROTHMAN



THE COMMUNITY



Nestled in the foothills of Mount Rainier, Graham is a recreational gateway located in Pierce County, Washington. Being only minutes away, Graham offers residents and visitors fabulous views of Mount Rainier and is just an hour drive from Seattle, 15 minutes from Tacoma, and provides residents with the amenities of city living in the backdrop of a picturesque rural community. Historically, Graham has been characterized as rural and agricultural in nature, and many farms, both hobby and commercial, still operate in the region today. Situated between the outskirts of Tacoma and Puyallup, Graham has a suburban northern end and a rural southern end. In the past several decades, Graham has experienced a significant amount of growth with an increasing number of homes and commercial properties being built every year.

Residents and visitors have access to an abundance of outdoor activities including hiking and biking at the nearby and beautiful Mount Rainier National Park, and boating or fishing at one of the regions many surrounding lakes. Additionally, Frontier Park, which is centrally located in Graham, spans a total of 71 acres and has large green spaces for picnicking, relaxing or flying kites, equestrian facilities including a horse mounting ramp, a recently remodeled 5,800 square foot playground perfect for kids, turf play areas, walking trails, and a quarter mile race track. Frontier Park is also the location for one of the biggest annual events in Graham, the Pierce County Fair. The Fair takes place each August and brings live music, horse and cattle shows, and delicious carnival-style food to the area. The Park also hosts other local events throughout the year including music performances and cultural festivals.



THE DISTRICT

Founded in 1961, Graham Fire & Rescue is a combination department governed by a five-member board of elected Fire Commissioners. Graham Fire & Rescue operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 24 responders. The District serves nearly 71,100 residents over 70 square miles of southern unincorporated Pierce County. The District is also the single first response and transport agency for all 9-1-1 medical aid requests in the area, as there are no commercial ambulance providers in the District. Graham Fire & Rescue operate four ALS Medic Units staffed by firefighter EMTs and firefighter paramedics.



THE POSITION

Reporting to the Chief Financial Officer, the Finance Specialist is a full-time, non-exempt, overtime eligible position. This position provides finance and administrative-related support to the Chief Financial Officer (CFO). This position supports a variety of finance and records management duties, as needed, to keep the District and the Finance Division operating efficiently. Work will be reviewed for accuracy and additional tasks will be assigned, as needed, to meet the mission of the District and the Finance Division. This position may be the first contact for walk-in emergencies. The position may use personal discretion in performing day-to-day workflow as long as it coincides with the mission of the District.

For a full job description, please view the attachment found [here](#).

IDEAL CANDIDATE**Education and Experience:**

- High School Diploma or equivalent.
- College-level education and/or continuing education that enhances the candidate's ability to perform the essential functions of the job.
- Four (4) years of increasingly responsible finance and/or accounting experience in a professional setting that adequately prepares the candidate for this position.
- Comprehensive understanding of accounting principles and specifically Budgeting, Accounting and Reporting Systems (BARS) and GASB/GAAP principles.
- Prior accounting experience for a public sector employer.
- Proficiency with Microsoft Office Suite of software (Excel, Word, Outlook, PowerPoint, etc.)
- A valid Washington State Driver's License and a driving record free of significant moving violations.

An equivalent combination of education and experience that would provide the required knowledge, skills and abilities would also be considered.

COMPENSATION & BENEFITS

- **\$75,600 - \$87,360 DOQ**
- Full Medical/Dental/Vision/Rx premiums paid by District for self and eligible dependents (spouse, children)
- Up to \$375 contribution into an HRA VEBA per month
- \$550 contribution to Deferred Compensation 457b per month
- DRS PERS pension eligible position
- 2 weeks of vacation per year
- 96 hours sick leave per year
- Holiday pay - 117 hours per year
- Education reimbursement
- Education Incentive
- Wellness incentive
- Yoga studio membership

**For more information on
Graham Fire & Rescue, please visit:**

www.grahamfire.org

Graham Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 27, 2023** (Applications Reviewed as Submitted. Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Graham Fire & Rescue, WA – Finance Specialist**" and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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