



Washington

FINANCE MANAGER/ DISTRICT SECRETARY

\$64,417 - \$83,096

Plus Excellent Benefits

Apply by

June 5, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY



Located just a 20-minute ferry ride from West Seattle, Vashon and Maury Islands consist of two connected beautiful rural Islands with a small unincorporated town in the Puget Sound. Miles of

lightly traveled, pine-edged country roads make bicycling, walking, and jogging popular activities for residents and visitors alike. Whether you are petting an alpaca, slowing for deer crossing the road, or watching eagles soar, Vashon is a wonderful place to be. This is an excellent and exciting opportunity for a finance professional to work alongside cohesive leadership to take Vashon Fire into the future by bringing their knowledge, skill, and talent to raise the District to its next levels of excellence.

THE COMMUNITY

Vashon Island is a patchwork of pastoral and natural settings. The Island is approximately 13 miles long by 8 miles at the widest point and covers 37 square miles with 52 miles of shoreline. A great deal of the Island is 5- and 10-acre parcels that maintain the rural feel. In the summer you can visit one of the many farms, rent a kayak, take sailing lessons, or explore Vashon's beaches. Visiting the historic Point Robinson Lighthouse for a beach walk gives residents and visitors extraordinary views of Mt. Rainier and Seattle. Lisabeula Beach on the west side is ideal for watching the sunset over the water, observing whales, osprey, or eagles, and KVI Beach is perfect for a picnic or a daytime nap. Complimenting a large network of County parks, Vashon and Maury Islands have their own parks district that administers a number of waterfront and inland parks, providing a variety of activities ranging from hiking to beachcombing to horseback riding. The only way on and off the Island is by a beautiful ferry boat ride with views of other islands as well as the Cascade and Olympic Mountains. The auto/passenger ferries load from the Fauntleroy ferry dock in West Seattle and from the Point Defiance ferry dock in Tacoma, each taking just 15 to 20 minutes to get to Vashon Island along with the Southworth dock in Kitsap County that takes 10 minutes. A 35-minute crossing by a passenger-only ferry from downtown Seattle is also available Monday through Friday.

The District is part of unincorporated King County. A small-town center provides all the immediate needs for residents including grocery stores, banks and credit unions, a Post Office, pharmacy, an excellent movie theater, two hardware stores, and several outstanding restaurants. Vashon and Maury Islands offer their own farmer's market on Saturdays from April through mid-October in the heart of the town and plenty of shopping opportunities at unique stores and galleries year-round. Known for its large and diverse art communities, such talents are important to the island and range from folk art to an operatic company that regularly puts on productions. As an island, waterborne activities are also a major part of the island's identity.

The Vashon community consists of working and retired professionals and families from the Seattle area and around the country. The close access to the SeaTac International Airport, multiple colleges, and universities means a higher degree of education and a higher income average. The Island enjoys low crime, and many retirees are actively engaged in social causes: quality low-income housing and feeding the hungry; protection of water, soil, and retaining green areas; engaging youth and others in fighting substance abuse and supporting access to mental health resources. The community exhibits strong support for its public schools that are consistently ranked among the state's best. The state-of-the-art high school has an approximate 97% graduation rate, with 95% of students going on to higher education.



THE DISTRICT

Established in 1942, Vashon Island Fire & Rescue (VIFR) provides first-tier emergency response to incidents involving fire, emergency medical services, motor vehicle and boating accidents, hazardous materials and rescue, and fulfills other requests for service as well. Governed by a five-member Board of Fire Commissioners, VIFR operates on a 2022 budget of \$5.3 million and employs 21 FTEs, six PTEs, and approximately 30 volunteer first responders. The Administrative staff includes the Fire Chief, the currently vacant Assistant Chief of Operations position, three full-time office staff, and a mechanic and facilities manager.

VIFR primarily operates out of the District's centrally-located main station, which is staffed around the clock. Two other stations provide access to apparatus for volunteers responding from home and/or other portions of the island. Together the stations house four aid cars, three first due engines, a reserve engine, four tenders, a support truck, a small Zodiac boat, an ATV/Gator, and other vehicles. The District also has a training center and a comprehensive vehicle and facilities maintenance shop. The District protects nearly 12,000 people and responds to roughly 1,700 calls annually where 75% are EMS-based incidents with the remaining 25% being fire and non-fire-based incidents. Patient transports via ferry to local hospitals have created a significant impact on the District over the last two years due to the pandemic and the loss of the West Seattle Bridge.

Vashon Island Fire & Rescue's ALS responses/needs are addressed by two King County Medic One paramedics provided by King County. Given the nature of mutual aid to the Island, the challenge of dealing with off-Island transports of critical patients and maintaining the capacity to respond to a subsequent ALS by both organizations is ever-pressing.



THE POSITION

Working under the direction of the Fire Chief, the Finance Manager/District Secretary directly interfaces with the Board of Fire Commissioners, being their confidential secretary, attending all public Board Meetings, recording the Minutes for each, and assisting the Board in the performance of their roles. The Finance Manager/District Secretary is a key role within the District's Administrative staff and requires working with and directing others to fulfill and address District administrative and business services internally and externally to the organization. This position is foundationally involved in all administrative, business, and financial matters. The District Secretary shall work as the liaison with King County who is directly engaged in the administration of Vashon Fire's financials. The position is also required to work with and direct SpringbrookExpress a third-party vendor and accounting support firm. In addition, the District Secretary works within a unionized workforce, assisting the Fire Chief with development of labor contract proposals and bargaining strategies, serving as a member of the negotiating team, and administering collective bargaining agreements.

To view the full responsibilities of the position, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

- A high school diploma or equivalent and college coursework in accounting, or a closely related field is required. Graduation from an accredited college or university with a degree in accounting or a related field is desired. Education must be supplemented by three (3) years of increasingly responsible administrative experience.
- A valid Washington State driver's license (or the ability to obtain one) without record of suspension or revocation in any state and continuously maintain a valid Driver's license.
- Must successfully pass a medical drug and alcohol screening, psychological examination, and criminal background check.
- Must be insurable and bondable under District's existing vehicle and umbrella liability insurance carrier and Washington State Law.
- Experience / proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint, Teams, etc.) and file sharing PC systems

The ideal candidate will have a bachelor's degree in accounting, economics, finance, or other relevant subject matter, five (5) years of experience in a position with similar responsibilities and be able to obtain a Notary bond.

Experience with or capable of learning data-entry systems such as DRS ERA, Springbrook or other accounting software, Bamboo or HRIS software, website or HTML, and other online account systems is highly desired, along with extensive knowledge of advanced financial, accounting and auditing principles and procedures, experience with and the ability to learn and adapt to new software applications on a personal computer, and experience with public agency finances at the managerial level. Fluency in Spanish, both oral and written is a plus.

Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

Necessary Knowledge, Skills, and Abilities:

- Ability to participate as a team member establishing and maintain effective working relationships, as required by the work assignments.
- Skill to type at an acceptable level of proficiency. Advanced computer experience by demonstrating skills in office management software, such as word processing, spreadsheet programs, databases, internet and e-mail.
- Excellent organizational skills and attention to detail.
- Thorough understanding of budgetary and accounting principles practices and policies.
- Ability to work independently, demonstrate time management and organizational skills, and work under stressful conditions.

- Demonstrate a wide variety of clerical tasks, such as letter composition, report format, basic bookkeeping, filing, record-keeping, English grammar and spelling.
- Maintain State-of-the-Art skills for this position through classes, seminars and conferences, as provided by the District.
- Read and interpret documents, such as safety rules, policies and procedures, and administrative/financial procedural manuals.
- Compute percentage rates and other calculations necessary, to apply accounting functions.
- Maintain knowledge of District and Community Resources.
- Consistently and effectively communicate District branding through written and oral communications.

COMPENSATION & BENEFITS

- **\$64,417 - \$83,096 DOQ**
- Medical, Dental, and Vision
- Short- and Long-Term Disability
- Group Life Insurance
- Employment Assistance Program
- Eleven holidays, two personal days
- Vacation and Executive Leave
- 457 Deferred Compensation
- Washington PERS

For more information on Vashon Island Fire & Rescue, please visit:

www.vifr.org



Vashon Island Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 5, 2022** (first review, 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 "Vashon Island Fire and Rescue, WA – Finance Manager/District Secretary", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050