

# North Highline Fire District

## JOB POSITION – FINANCIAL ADMINISTRATOR/BOARD SECRETARY

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This position offers a career as a vital member of an organization geared to delivering public safety and service to the North Highline community.

### **The Successful Applicant Will:**

- Have excellent communication skills and report directly to the Fire Chief.
- Administer and manage NHFD's payables, receivables, benefit charges, payroll, employee benefit programs, IRS, personnel files and other financial records and reports.
- Perform clerical and other administrative duties effectively and as needed.
- Serve as an effective liaison between NHFD and the North Highline community, governmental entities such as the State Auditor, and others.

### **Applicants Must Be Able To:**

- Demonstrate initiative and exercise good judgment in the performance of all duties.
- Establish and maintain positive, effective relationships with community members, firefighters, contractors, vendors, and others.
- Follow instructions and work effectively, independently and analytically under pressure and despite interruptions.
- Perform a variety of advanced financial and clerical tasks.

### **Qualifications:**

Fire district or other local government experience preferred. High school diploma or G.E.D. required. Additional education in Business Administration, Accounting, Law, or comparable experience a plus. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered.

- Five years of responsible administrative experience.
- Three years of finance experience.
- Proficient in use of a variety of computer programs, including: MS Office, Excel, Word, BIAS and Washington State's BARS accounting system.

### **Useful Experience With/Knowledge Of:**

- General principles of public administration, office management and organization.
- Municipal accounting procedures and the Washington State Auditor's municipal budgeting, accounting and reporting standards/requirements (BARS).
- Financing methodology for fire districts; preparation of financial plans and analysis.
- Familiarity with the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) pertaining to the fire service.

### **Salary, Benefits and Working Conditions**

Starting salary is \$50,000 - \$70,000 dependent on qualifications and experience. Generous benefits include health and disability insurance, State retirement pension, paid holidays and vacation. The 40-hour work week is performed Monday – Friday, from 8 am to 4 pm, in an office environment with occasional lifting of up to 20 pounds. As the Secretary to the Board of Fire Commissioners, participation is required in monthly evening meetings and occasional meetings outside regular office hours.

### **To Apply:**

Send resume to Chief Mike Marrs c/o North Highline Fire District: 1243 SW 112th St, Seattle, WA 98146 or [office@northhighlinefd.org](mailto:office@northhighlinefd.org).