



GRIFFIN FIRE DEPARTMENT

Thurston County Fire Protection District 13

Employment Opportunity **Director of Finance and Human Resources**

Opening Date: January 30th, 2025

First Review of Applications: February 17th, 2025

Essential Functions and Responsibilities

The Director works as part of the executive administrative team under the direct supervision of the Fire Chief and is responsible for financial management, accounting, records management, and human resources for the district. The Director also manages the affairs of the District Board of Fire Commissioners.

Primary Responsibilities:

- Ensure the District follows all Federal, State and County laws and standards related to administrative and financial matters.
- Preparation of accounts payable, vouchers, invoices, etc.
- Develop and submit audit reports as required by the State Auditor's Office, DRS, etc.
- Development of administrative policies and procedures as they pertain to financial, asset management, HR and maintenance of compliance.
- Process payroll monthly ensuring accuracy, and annual W2s and 1099s.
- Onboard new employees, volunteers, and Commissioners administratively, including explanation of benefits and enrollment.
- Work with the Fire Chief and Board of Commissioners in annual budget development and implementation.
- Produce and deliver monthly financial reports for the Fire Chief and Board of Fire Commissioners.
- Preparation of agendas, packets, resolutions, and reports for Board of Fire Commissioners meetings, along with recording minutes.
- Serve as the record custodian for the district and ensure that record retention is accurate, filling records requests, and ensuring records are up to date.
- Interact with the public in a courteous and professional manner while in the office or in a public setting. Be civic minded and uphold the core values, mission, and vision of the district. The Director may be required to attend meetings, events, and out of district training.

Skills and Abilities

- Ability to communicate clearly in writing and verbally.
- Proficient in using various computer software programs and platforms
- The ability to use common office equipment such as copiers, fax machines, tablets, desktop computers, etc.
- Work in a small team environment and make recommendations for budget strategies, policies, and workflow processes.
- Be able to apply best practices to budgeting, accounting, and record keeping.
- Manage projects and meet deadlines for reports, audits, etc.
- Knowledge of Open Public Meetings Act (OPMA) and Public Records Act (PRA)

Minimum Qualifications

- High school diploma or GED
- Valid WA State driver's license
- Ability to pass a background investigation.
- 3 years of progressive administrative work experience
- Minimum of 1 year experience with payroll software (Springbrook Preferred)
- Notary bond or the ability to obtain one

Preferred Qualifications

- A degree in business administration, accounting, public administration etc.
- Professional in Human Resources certification, (PHR or SPHR)
- 5+ years of progressive administrative experience
- Experience with state county or local government administrative duties
- Experience working with a Collective Bargaining Unit (Union).

Position Compensation/Benefits

This position is a full-time FLSA exempt salaried position which includes the following benefits:

- Salary ranges from \$ 95,000 to \$105,000 annually DOE
- Deferred Compensation program with District match up to 3.5%
- 100% employer paid healthcare benefit package for employee and family including dental and vision.
- WA State PERS retirement plan
- Holiday, Vacation, and Sick accrual
- Flexible schedule with remote work possibilities
- Work cellphone and laptop.
- Outside training opportunities including continuing education for certifications

**Applications available on our website at www.griffind.org
Please email completed application, letter of interest, and resume to
admin@griffind.org**

The first review candidates will be contacted by February 20th, 2025