



Orcas Island Fire & Rescue

Neighbors Serving Neighbors Since 1948

Orcas Island Fire & Rescue

San Juan County Fire Protection District #2

Is seeking to fill the position of:

DIRECTOR of ADMINISTRATION & FINANCE

Our mission is to save lives and protect property through services delivered with professionalism and compassion. We provide high-quality services that contribute to a safe, healthy, and thriving community, in a transparent and accountable manner that fosters trust and community engagement. We truly are *neighbors serving neighbors*.

Position Summary:

As the Orcas Island Fire & Rescue (OIFR) **Director of Administration & Finance** you will serve as an integral member of the administrative team and be responsible for operationalizing our Finance, HR and Administrative strategic plans. This position is a highly visible and strategic administrator with oversight and leadership across finance, talent management and engagement, labor relations, benefits and pension oversight, document management, public records, facilities, and office management.

To be successful, you will bring innovative thinking and perspective on how the functional areas you oversee operate. As a strategic-minded Director of Administration & Finance you will come with a history of success in building and leading finance and HR initiatives that help drive business improvement to fulfill OIFR's mission.

In close collaboration with the OIFR Fire Chief and the management team, you will be instrumental in the continued growth of OIFR and work to implement all plans for financial and staff stability.



Salary and Benefits:

Orcas Island Fire and Rescue offers competitive salaries and a range of excellent benefits, including:

- Annual Salary Range Information: \$120,000 to \$134,000 based on experience
- Schedule: Minimum of 40 hours per week, FLSA Executive Exempt position.
- Benefit information: Health, Dental & Vision (100% Employee and 90% Dependent), WA PERS retirement, Deferred Compensation Plan, AirCare Membership, Life Insurance, Paid Time Off: Vacation, Sick, and Holidays.

Minimum Requirements:

- Post-secondary schooling in business, finance or accounting. Bachelor's degree preferred.
- Public sector finance experience preferred.
- Knowledge and application of principles and practices of Accounting
- Proficient in various software applications including Microsoft Office Suite (Word, Excel, Outlook) and automated accounting systems



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- Strong organizational and analytical skills
- Ability to work independently when required, prioritize workflow and meet recurring deadlines
- Excellent communication skills and the ability to build and maintain relationships
- A strong sense of integrity
- Attention to detail and accuracy
- A combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job may be considered.

Responsibilities Include the Following:

Finance Management

- Accounts Payable and Receivable
- Payroll
- Investments - LGIP
- Budget Planning
- Reconciliations
- Audit Monitoring
- Monthly, Quarterly and Annual Reporting
- Cost Recovery Program
- Responsible for both Federal and State Audits
- Performs other duties and special projects as assigned
- Policy development, implementation and revision
- Write, execute and manage grants

Human Resources

- Talent Acquisition
- Labor Management
- Employee Relations
- Conflict Management and Support
- Corrective Action processes
- Policy development, implementation and revision
- HIPAA Compliance
- Wellness
- Facilitate Volunteer, Career, and Administrative Staff Benefits

Facilities Operations

- Purchasing (except some Medical Supplies)
- Risk Management – property, casualty, liability auto insurances BVFF Pension and Disability
- Document and Electronic Document Management

This list is not exhaustive, a full position description is available upon request.

Highly Desirable Qualifications

Any combination of experience and education that indicates your qualifications will be considered. If you have...



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- At least 8-10 years of leadership experience with oversight across the finance, human resource, and facilities/operations management functions;
- Demonstrated that you are a strategic and creative thinker with the agility to balance competing priorities, complex situations, and tight deadlines.
- Experience managing with ambiguity;
- Leadership skills to define and clearly communicate OIFR's vision and infuse innovative and fresh perspectives in functional operations;
- Experience translating strategic vision into operational success, experience setting and measuring performance against targets within a complex and evolving operational environment.
- The ability to quickly adapt plans as new opportunities and challenges emerge using advanced problem solving and process improvement skills



..then you can expect to thrive in this position.

Our Fire District:

Orcas Island Fire and Rescue is currently staffed by an Interim Fire Chief, Interim Finance Manager, Volunteer Coordinator, Interim Public Records Clerk, and 4 Shifts with a staffing goal of 1 FireMedic and 1 Firefighter/EMT. OIFR has over 50 volunteers who fill various roles from EMT, FF, Tender Operator, Wildland, and Rescue Technicians.

Our District's response area is all of Orcas Island (57.3 square miles) locally known as *"the Gem of the San Juans"* <https://www.visitsanjuans.com/orcas-island> and serves a supportive permanent population of 6,000 with a peak summer population of 12,000.

Method of Application and Deadline:

OIFR has engaged outside assistance for this search. Email a cover letter and resume to chief@orcasfire.org.

Application deadline: **December 31st, 2024 by 5pm.**

The contents of this recruitment description do not constitute a specific offer of employment nor does it represent any contractual agreements or promises. San Juan County Fire Protection District 2 does not discriminate during recruiting or the course of employment. All qualified candidates are encouraged to apply.

