

Employment Opportunity

Columbia 9-1-1 Communications District Announces

Chief Financial Officer Position Vacancy

September 22, 2022

The Columbia 9-1-1 Communications District (C911CD) based in St. Helens, Oregon is seeking a full-time Chief Financial Officer. Serving Columbia County, with a population of approximately 52,500, which covers 687 square miles of the Northern Oregon region with 62 miles of beautiful Columbia riverfront; a popular playground for fishing, boating, camping and windsurfing. C911CD is a unique 9-1-1 center in Oregon being one of only four Emergency Communications Special Districts. The District, which is governed by an elected five member Board of Directors, relies on a permanent tax levy, 5-year local option tax and excise taxes for funding. With a general operating fund of \$6,358,200, C911CD is a small but very busy 9-1-1 Public Safety Answering Point (PSAP) that handled approximately 67,800 calls for service and over 75,000 phone calls in 2021.

Minimum Qualification Requirements

- No Disqualifying Criminal History
- Education – Associate Degree in Accounting or Bachelor's in Business with Accounting emphasis or equivalent experience
- Experience – Three (3) years' experience with similar responsibilities and training that would likely provide required knowledge, skills, and abilities
- Knowledge of general office procedures and office software programs, including current business computer systems, software, accounting programs, 10-key and other normal office equipment
- Demonstrated experience in a "full charge" governmental fund accounting position and general office routines
- Knowledge of Oregon Municipal Budget laws and procedures with experience in preparing and administering an annual budget
- Experience and/or training in payroll procedures and preparing and filing related state and federal payroll quarterly and annual reports
- Have or obtain, within six (6) months, Oregon Notary Public license

Position Facts of Interest

- Annual Salary Range \$72,360 – \$92,364
- Vacation, sick leave; extensive insurance package; and PERS retirement
- The successful candidate must possess positive leadership abilities and management skills

To Apply

- Complete fully the C911CD application located at www.columbia911.com/careers
- Submit a letter of interest, that includes:
 - A summary of your work history and qualifications
 - Detail why you are interested in the position and what makes you an ideal candidate
- Include Resume

(Refer to the job description for further details on qualifications, skills and abilities)

POSTION OPEN UNTIL FILLED

Questions: Dannell Hooper, Columbia 9-1-1 Communications District,
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