



SENIOR ACCOUNTANT

\$62,868 - \$80,244

Apply by
April 30, 2023
(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



The City of Fairview (population 10,451) is located along the Columbia River, 20 minutes east of downtown Portland at the gateway to the natural splendors of the Columbia River Gorge and easy driving distance to Mt. Hood. Fairview is a family-friendly home to residents from diverse backgrounds and cultures. Opportunities for outdoor recreation abound.

Established in 1908, Fairview has experienced impressive population growth (17% in the last 10 years) and is poised for continued prosperity. Today, Fairview is home to Fairview Village, a renowned planned community and recipient of the Governor's Livability Award. Connecting neighborhoods and parks with rails and paths, it also offers compact mixed-use space with a diverse mix of residential accommodations, as well as commercial and civic amenities within easy walking or biking distance.



Historic Fairview, north of the Village, offers modest homes on quiet streets. Creatively themed, well-maintained local parks provide attractive gathering spaces and host meaningful community events such as Fairview on the Green and several annual holiday celebrations. Families have access to educational opportunities in the Reynolds School District, nearby Mt. Hood Community College, and other local schools including a charter school.



The City is very proactive in the areas of community and economic development. The City established an Urban Renewal Agency in 2018 which is focused on creating a new main street and downtown for Fairview by redesigning Halsey Street, curating smart growth development there, and linking Halsey to Fairview Village. Last year through its URA, the City built and opened the Fairview Food Plaza, a community gathering place with 16 food carts, a large dining hall with a beer and wine bar, and a seasonal farmers market. The City is partnering with a private developer to create the Heart of Fairview on five acres of City property at the corner of Halsey Street and Village Street. A 10,000 square-foot market hall, adjoining commercial spaces, public plaza, greenspace and apartments will create a center of gravity to downtown, and link the main street on Halsey to the Fairview Village. The URA has ten active projects to realize the City's vision for its future. Economic opportunities in Fairview also include attractive industrial and commercial properties as well as other business support such as user-friendly permitting, a property tax abatement program, system development charge assistance for eligible businesses, and other Fairview Urban Renewal Agency assistance programs. The City benefits from major private sector employers such as Communications Test Design Inc., NACCO Materials Handling Group, Knight Transportation, Target, Townsend Farms fruit processing and distribution center, and others.

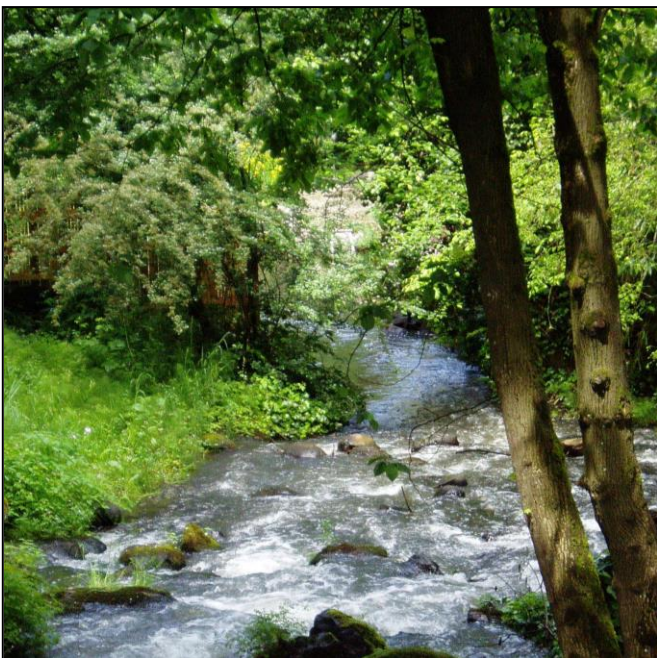
THE CITY

The City of Fairview operates on a FY 2022-23 budget of \$34.6 Million including a General Fund of \$6.75 Million. The Fairview Urban Renewal Agency has a FY 2022-23 budget of \$4.1 Million. The City has approximately 27 FTEs, and contracts with Multnomah County for law enforcement and the City of Gresham for Fire/EMS. The City operates under a Council-Manager form of government with a City Manager, seven elected council members, including the Mayor and one councilor who serves as the Council President.

THE DEPARTMENT

The Finance Department has 5 FTEs, a FY 22-23 budget of \$242,975, and manages all financial aspects of the City and the Fairview Urban Renewal Agency in conformity with Generally Accepted Accounting Principles. The Department's functions include Finance Administration, Customer Service, Financial Management, Payroll & Employee Benefits, Utility Billing, and Information Technology. Finance staff safeguard the City's assets and maintain adequate controls to ensure financial compliance with the City Charter, ordinances, and resolutions enacted by the City Council as well as State and Federal regulations.

The Finance Department's goal is to provide timely, useful and accurate information to both internal and external users so they can make informed financial decisions.



THE POSITION

Under the general direction of the Finance Director, the Senior Accountant performs a variety of governmental accounting, finance, budgetary, and payroll-related tasks. Duties include maintenance of the General Ledger; budget and audit support; special research projects and analysis including confidential financial analysis of labor negotiation scenarios, potential settlements of risk management exposures and possible personnel discipline actions; grant, capital asset, and debt tracking; financial forecast support; payroll processing; up-keep of payroll files; and knowledge of current payroll laws as they may affect the City including maintaining a general knowledge of current regulations regarding the Oregon Public Employees Retirement System (PERS). This position performs general accounting duties, provides professional support, and performs high-level financial evaluation and analysis. The position is non-represented, is subject to FLSA and is paid an hourly wage. For a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

The Senior Accountant will be a key player to help implement a number of policy priorities for the City. This includes the opportunity to:

- Oversee the procurement and implementation of a fixed asset software program from selection to project completion.
- Assist in financial analysis of potential Urban Renewal Agency and City projects.
- Track City grants.
- Analyze and streamline processes related to maintenance of the General Ledger and Payroll.
- Play a lead role in preparation for annual audits.
- Participate in the City's long-term strategic financial planning.
- Participate in budget preparation and analysis.

EDUCATION & EXPERIENCE

- A Bachelor's Degree from an accredited four-year college or university in accounting, finance, or a closely related field, plus a minimum of two (2) years' of progressively responsible practical accounting or finance experience (governmental experience preferred), OR an Associate's Degree from an accredited college plus a minimum of five (5) years' of progressively responsible practical accounting or finance experience (governmental experience preferred).
- Any equivalent combination of training and experience which demonstrates the knowledge, skill, and ability to perform the previously described duties will be considered.
- Possession of, or ability to obtain within 30 days of hire, and then retain, a valid State driver's license, and maintenance of a "clean" driving record as determined by the City.
- Some positions may require successful completion of a credit and/or criminal history check, which may include fingerprinting. Driving records may also be reviewed.



COMPENSATION & BENEFITS

- **\$62,868 - \$80,244 DOQ**
- Group Medical/Dental/Vision through the Oregon Teamsters Employer Trust - City pays 90%, employee pays 10% of premium.
- Life, Accidental Death & Dismemberment – City and employee share premium for base coverage; employee may be able to purchase additional life coverage for themselves, plus spouse and dependents.
- Long Term Disability – City provides coverage.
- Oregon PERS - City pays both employer & employee share.
- 11 paid Holidays plus a Floating Holiday annually.
- Vacation Leave starting accrual at 80 hours per year.
- Sick Leave accruing at 8 hours per month.
- Longevity pay after 5 years.
- 457 Deferred Compensation plan – employee paid contributions.
- Health & Dependent Flexible Spending Accounts – employee paid.
- Employee Assistance Program.
- Flexible scheduling and opportunity for some remote work, as agreed by the Finance Director, may be possible.

To learn more about the
City of Fairview, please visit:

www.fairvieworegon.gov

The City of Fairview is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 30, 2023** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Fairview, OR – Senior Accountant**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



www.prothman.com

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