



Oregon

**ACCOUNTING MANAGER
(HEALTH & HUMAN SERVICES DEPARTMENT)**

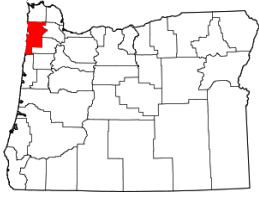
\$66,048 - \$90,408

Apply by
March 16, 2025
(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



Tillamook County, nestled along the Oregon Coast, is a place of unparalleled natural beauty where the forest meets the Pacific Ocean, and where the warmth of our tight-knit communities, local markets, and culinary and cultural opportunities create a welcoming atmosphere. Home to 27,748 residents and visited by 3.2 million visitors each year, the region is one of Oregon's most diverse coastal destinations with its breathtaking coastline, lush forests, and pristine rivers. The County offers four adventure-filled seasons of world-class hiking, beachcombing, fishing, seafood harvesting, and surfing, along with many other recreational activities. The area is rich in culinary options from seafood to fresh local meats and produce. The County is home to numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway. Tillamook is also the home of world-famous Tillamook Cheese, and the dairy, agricultural and fishing industries are major contributors to the local economy. Tillamook County residents enjoy a relaxed coastal lifestyle with thriving communities, excellent schools, local healthcare, and a strong sense of community.



THE COUNTY

Tillamook County was organized in 1853 as a General Law County when the Territorial Legislature approved an act to create the new county out of an area previously included in Clatsop, Yamhill and Polk Counties. Tillamook County was named after the Tillamook Indians who occupied the areas around the Tillamook and Nehalem Bays.

Tillamook County is governed by a three-member Board of Commissioners who are elected to four-year staggered terms. The Board elects a chair at the beginning of the calendar year, who serves until January of the following year.

The Commissioners are active at state and federal levels representing the concerns and interests of the County. Other elected officials of the County include sheriff, clerk, assessor, treasurer, district attorney and justice of the peace. Operating on a 2024-2025 budget of \$152,040,280, Tillamook County has a workforce of approximately 260 employees represented by two bargaining units.

The County operates with 23 departments, including Assessment & Taxation, Board of County Commissioners, Clerk's Office, Communications, Community Development, Health & Human Services, District Attorney's Office, Facilities Services, Human Resources, Information Services, Justice Court, Juvenile, Library, Parks, Public Works, Emergency Management, Sheriff's Office (Parole and Probation, Community Corrections), Solid Waste, Surveyor's Office, Treasurer's Office, and Veterans' Services.

THE DEPARTMENT & POSITION

The Tillamook County Health and Human Services Department (HHS) is a dynamic, fast-paced agency that serves diverse populations through its Community Health Center Primary Care Clinics, Dental, Behavioral Health, and integrated Public Health services. The department has 75 full time, part time and contracted employees, with an adjusted annual operating budget of \$18 million.

The Accounting Manager is responsible for supporting the Department Administrator, performing complex office management, clerical, and technical functions while interpreting and applying departmental policies and procedures. Acting as the department's chief financial officer, this position oversees all fiscal activities to ensure compliance with applicable rules and regulations.

Key responsibilities of this position include managing financial operations, developing and monitoring fiscal policies, and ensuring financial compliance. The Accounting Manager is responsible for preparing and presenting financial statements, overseeing cash flow, revenue, and costs, and providing financial input for grant writing and budget development. Additionally, this position plays a key role in pricing strategies, contract management, and external financial audits.

Serving as the primary liaison between the department and external agencies for financial audits, the Accounting Manager must maintain accurate financial records, develop reporting systems, and effectively communicate policies and procedures to department heads, public officials, employees, and the community.

To view the complete job description and responsibilities, please view the attachment found [here](#).



THE IDEAL CANDIDATE

Education & Experience:

An undergraduate degree in accounting and three (3) years of progressively responsible management or supervisory experience **OR** five (5) years progressively responsible accounting office management experience which includes two (2) years supervisory experience **OR** any satisfactory combination of experience and training is required. Experience in a Health Care environment or profession, and a graduate degree or CPA is preferred but not required.

Necessary Knowledge, Skills and Abilities:

- A strong understanding of accounting principles, practices, and techniques.
- Proficiency in record-keeping methods and maintaining organized documentation.
- Working knowledge of public operations, policies, and procedures.
- Familiarity with federal and state statutes affecting health care, and a basic understanding of legal documents and terminology.
- Skill in operating modern office equipment and automated systems.
- Experience in processing information and utilizing automated equipment.
- Proficiency in report and budget preparation.
- The ability to plan, organize, and direct election, registration, recording, and filing activities.
- The capability to establish, maintain, and prepare records, reports, and statistical data.
- Strong leadership and supervisory abilities for managing support staff.
- A proven ability to make independent decisions within established policies and implement new policies when needed.
- Strong problem identification and resolution skills.
- Skill in shifting priorities while maintaining composure under pressure, and remain calm and exercise good judgment in confrontational or high-pressure situations.
- Strong interpersonal skills to effectively engage with employees, government agencies, health care providers, schools, community organizations, advisory boards, contractors, vendors, clients, and the public.

COMPENSATION & BENEFITS

- **Salary: \$66,048 - \$90,408 DOQ**
- **Retirement:** Oregon PERS retirement plan.
- **Deferred Compensation and Flexible Spending Accounts:** The County offers three (3) voluntary deferred compensation programs. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.
- **Insurance:** The County provides life insurance, accidental death and disability, and long-term disability as well as offers comprehensive health plan with a \$1,000 per person deductible and \$3,000 out of pocket maximum. The County covers 90% of the insurance premium for employees and their dependents.
- **HRA/VEBA:** The HRA/VEBA plan is a health reimbursement arrangement (HRA)/voluntary employees' beneficiary association (VEBA). The County makes a monthly \$115 tax-free contribution to HRA/VEBA on the employee's behalf. The funds are held in a non-profit, tax-exempt VEBA trust authorized under Internal Revenue Code - 501(c)(9).
- **Leave:** Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are twelve (12) paid holidays and three (3) personal leave days annually.



**To learn more about
Tillamook County,
please visit:**

www.tillamookcounty.gov

Tillamook County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 16, 2025** (applications reviewed as submitted, open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Tillamook County, OR – Accounting Manager (Health and Human Services Department)**", and click "**Apply Online**", or click [here](#).

PROTHMAN

www.prothman.com

206.368.0050