



Jefferson County
OREGON

SENIOR ACCOUNTANT / CHIEF DEPUTY TAX COLLECTOR

$75,323 - $96,275

Apply by
December 6, 2026
(First Review. Open Until Filled.)

PROTHMAN





WHY APPLY?



Nestled in the heart of River Canyon Country in central Oregon, Jefferson County's exceptional climate enables residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf and wine touring year round.

Jefferson County is seeking an experienced accounting professional to join its Finance and Tax Department as Senior Accountant/Chief Deputy Tax Collector. This is an excellent opportunity to take on a key role within a collaborative organization while contributing directly to the County's financial operations, reporting, and tax collection responsibilities. The successful candidate will bring strong technical accounting skills, sound judgment, and attention to detail, along with a willingness to work across a variety of financial functions and support the continued effective management of County resources.



THE REGION

Jefferson County (Pop. 25,800) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven largest communities - Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch - are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 7,982 and serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities. Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

The Cove Palisades State Park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Madras is also located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, modern movie theater, drag strip, authentic Mexican restaurants, world famous Erickson Aircraft Museum, mountain biking and horseback trails, circle track, skateboard park, 600-seat performing arts center, and an indoor aquatic center. Madras is located just 30 miles from Redmond, which has a regional airport that offers direct departures to Burbank, Denver, Las Vegas, Los Angeles, Palm Springs, Phoenix, Portland, Santa Rosa, Salt Lake City, San Diego, San Francisco, and Seattle. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

THE COUNTY

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The Commissioners have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions and committees, and overseeing the operation of County departments with appointed department heads.



The County has an elected Assessor, Clerk, District Attorney, Sheriff, and Treasurer. Other non-elected major departments include Public Health, Buildings & Grounds, Community Development, Finance/Tax, Public Works, Juvenile Justice, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The County operates with 157 FTEs on a 2026/2027 adopted budget of $84.9 million. Jefferson County is in a strong financial position and completed construction of a new courthouse in 2017 and a new Public Health Building in 2022 adjacent to the Hospital in partnership with Mosaic Medical (a non-profit FQHC). The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.



THE DEPARTMENT

Operating with four FTEs on a 2026/2027 budget of $641,933, the Finance and Tax Department is responsible for implementing and maintaining sound budgetary practices and effective internal controls, preparing and presenting the County's annual budget, monitoring budget-to-actual activity, and recommending budget adjustments as necessary. The Department provides oversight of the County's entire budget and works closely with each department managing individual departmental budgets, helping ensure consistent financial stewardship across the organization. The Department also supports the County's financial reporting, which is prepared in accordance with Generally Accepted Accounting Principles (GAAP), and administers property tax billing and collection for all taxing districts within Jefferson County.



THE POSITION

The Senior Accountant/Chief Deputy Tax Collector works under the direct supervision of the Finance Director/Custodial Officer/Treasurer/Tax Collector and performs professional accounting and financial analysis for the County's Governmental and Proprietary funds.

The position requires knowledge of generally accepted accounting principles, methods, and practices, with a strong background in governmental fund accounting preferred. The Senior Accountant exercises independent and highly technical judgment in financial management and is responsible for preparing reports, statements, and analyses; overseeing accounts receivable, payroll, fixed assets, monthly journal entries and reconciliations; and supporting other operational fiscal activities of the Finance/Tax Department as needed.



OPPORTUNITIES & CHALLENGES

A Strong Internal Team: The Finance Director has nearly nine years with the County and has held every role within the department. A current team member brings three years of County experience across two Finance roles and has temporarily absorbed specific Senior-level responsibilities during previous vacancies. The next Senior Accountant/Chief Deputy Tax Collector will be joining a team that knows this work from every angle.

Modernization: Modernization is a priority for the department, and every member of the Finance team has a voice in shaping it. This role will contribute to ongoing improvements, including new grant management software implementation and other updates that support long-term efficiency.

Room to Streamline: There is room to rethink reconciliation and reporting processes while maintaining strong internal controls. The role also offers a chance to draft and weigh in on County finance policy updates.

Budget and Strategy: The position takes part in annual budget preparation and the strategy behind it, offering a view into both department-level needs and the Countywide financial picture.

Cross-Department Collaboration: Finance connects with every County department through budget, grants, and payroll. This role collaborates across those lines regularly and gains exposure to a broad range of County operations.

Succession Planning and Mentoring: The department is committed to succession planning and sharing knowledge across roles. In a collaborative environment, this position offers opportunities to mentor colleagues in the department's supporting Finance roles.

Professional Development: The County is committed to professional development and supports conference attendance along with training through GFOA and OGFOA.

Access to Leadership and New Ideas: Time with the Director comes easily through weekly team meetings, an open-door policy, and everyday collaboration. The Director actively welcomes new ideas and encourages modern strategies, believing the most limiting words in any department are "we have always done it this way," which will allow this role to consistently present new ideas.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in business with an emphasis in accounting from an accredited four-year college or university and three (3) years' experience in a progressively responsible financial and managerial accounting capacity; or equivalent experience in a related field. Candidates may alternatively possess an associate's degree as listed above and have five (5) years of experience; or eight (8) years of an equivalent combination of related education, training and experience to perform the aspects of the job.



Necessary Knowledge, Skills and Abilities:

- Specialized professional knowledge of the principles and practices of financial accounting, including cost-benefit analysis and the financial management of projects and programs.
- Working knowledge of general payroll laws, regulations, procedures, practices, and applicable fair employment practices and employment laws.
- Basic knowledge of common employee benefit plan provisions, including group insurance, paid time off, retirement programs, and capital accumulation plans.
- Demonstrated skill in accessing relational databases, retrieving information, and verifying the accuracy of numerical and demographic data.
- Experience entering, updating, and maintaining information in established data entry systems with a high degree of accuracy and attention to detail.
- Proficiency in a variety of PC-based software applications, including spreadsheets, financial systems, database applications, and other business-related programs.

- Strong numerical and analytical skills for reviewing financial information, identifying discrepancies, reconciling data, and supporting accurate financial and payroll processing.
- The ability to communicate effectively and professionally with the public, employees, administrators, and other stakeholders in an open, courteous, and friendly manner.
- The ability to perform account and variance analyses, identify discrepancies, and explain differences in financial information.
- The ability to prepare account adjustments, financial statements, and customized reports using PC-based financial software, spreadsheets, and related systems.
- The ability to manage competing priorities and frequent interruptions from the public, employees, and internal departments while remaining focused on time-sensitive responsibilities.
- The ability to perform detailed work involving numerical, financial, demographic, and legal information with accuracy and consistency.
- The ability to interpret and follow written and verbal instructions, established policies, procedures, regulations, and other technical guidance.
- The ability to adapt to changing priorities while continuing to meet established timelines and maintain the quality of completed work.
- The ability to work effectively both independently and collaboratively, using initiative to complete assigned responsibilities while coordinating with others as needed.
- The ability to maintain professionalism, discretion, and confidentiality when handling sensitive financial, payroll, personnel, and employee-related information.

COMPENSATION & BENEFITS

- **$75,323 - $96,275 DOQ**
- Regence Blue Cross/Blue Shield medical, vision, and dental coverage with a $200 individual/$600 family deductible; employee premium is $149.08 per month for single, married, or family coverage.
- VEBA HRA with a $1,000 annual employer contribution.
- Vacation starting at 14 days per year and increasing with longevity up to 26 days per year, with the option to front-load six months of vacation leave upon hire.
- Sick leave accrued at 8 hours per month, with the option to front-load six months of sick leave upon hire.
- 11 paid holidays, plus Christmas Eve when December 24 falls on Monday through Thursday.
- Oregon PERS Retirement (employer/employee participation varies).
- 457(b) Deferred Compensation Plans.
- Flexible Spending Accounts for healthcare and dependent care.
- Employee Assistance Program.
- Supplemental insurance plans, including life, short-term disability, accident, cancer, critical illness, dental, hospital, and vision.
- Discounted air ambulance membership.
- Up to $40,000 in employer-paid life insurance, subject to plan eligibility and annual continuation provisions.

For more information on Jefferson County, please visit:

www.jeffco.net

www.madraschamber.com

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 6, 2026** (applications reviewed as submitted, 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 "**Jefferson County, OR – Senior Accountant/Chief Deputy Tax Collector**", and click "**Apply Online**", or click here.

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