

*AN INVITATION FOR THE POSITION OF*  
**CHIEF FINANCIAL OFFICER**



# ABOUT REDMOND

Redmond is a mid-sized community of 35,600 nestled in Oregon's High Desert Plateau just east of the Cascade Mountain Range. Known for its progressive and innovative leadership, the City of Redmond enjoys a state-wide reputation for its ability to undertake and implement projects and programs that benefit its current and future residents. The demographic profile is mostly young families and retiring baby boomers.

Long known as the 'HUB' of Central Oregon, Redmond is home to the region's commercial airport and is located at the crossroads of the main transportation arterials of US Highway 97 and US Highway 126. Redmond offers abundant recreation opportunities in all directions. Recently the community has transformed itself into a rejuvenated town with upscale restaurants, brewpubs, lodging, a bustling farmers market in summer and outdoor ice skating in winter. Add in a few open-air music events and a growing antique and art scene and Redmond is fast experiencing a renaissance.



# REDMOND FIRE & RESCUE

Redmond Fire & Rescue is an independent unit of local government (a special district). The fire district provides EMS, fire, and rescue services to an estimated population of 40,800 within the City of Redmond and the surrounding rural district. The fire district encompasses 123 square miles and our ambulance service area is 294 square miles. This area includes three state parks, one of which is Smith Rock State Park, a world-class rock climbing area that hosts 775,000 visitors annually. Redmond Fire & Rescue also serves the Deschutes County Fair & Expo Center which hosts events that draw over 1.2 million visitors annually, as well as two major resort communities, Eagle Crest and Pronghorn Resort. Another unique service Redmond Fire & Rescue provides is Aircraft Rescue and Firefighting (ARFF) services to the Redmond commercial airport (RDM) under contract with the City of Redmond. On average, our call volume is 7,000 a year.

## THE POSITION

The Chief Financial Officer is responsible for planning, coordinating, supervising, and evaluating the accounting and financial systems of the District including general ledger, payroll, accounts payable and receivable, contracting & procurement, fixed asset record management, debt management, financial reporting, risk management, and budget development.

Work in this position requires a high degree of coordination with other District members. The Chief Financial Officer must possess an in-depth understanding of generally accepted accounting principles, Oregon local budget law, relevant Oregon Revised Statutes, and financial management with considerable attention to detail and thoroughness, capability to complete tasks within deadlines, and ability to maintain confidentiality. Work in this position requires considerable independent judgment and professional decision making.

## MINIMUM QUALIFICATIONS

Bachelor's Degree in business administration, accounting, finance, or related field or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.

Five (5) years responsible experience in all phases of accounting, budgeting, analysis and financial work with fire or other governmental agency.

## PREFERRED QUALIFICATIONS

Three (3) years experience at a senior management level.

CPA License or MBA in related field.

## COMPENSATION

Annual salary between \$124,236 and \$134,472 plus a full benefit package.



# HOW TO APPLY

## 1 Visit Our Website

To learn more about this position and Redmond Fire & Rescue, please visit our website at: [www.rdmfire.org](http://www.rdmfire.org). All application documents can be found on our website.

## Review & Complete Application

2 Review the application requirements and complete the appropriate documents. Candidates will need to submit a **cover letter**, **resume**, and a **completed application** to be considered for this position.

If you are a qualifying Veteran under Oregon State law, please submit a qualifying document (**DD Form 214 or 215**) at the time of application providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veteran Affairs.

## 3 Submit Application Packet

Email your completed application packet to [diane.cox@rdmfire.org](mailto:diane.cox@rdmfire.org) by **Friday, March 24, 2023 at 12:00 PM Pacific Time.**

**Please note:** in-person interviews are scheduled for March 28, 2023.

Human Resources Manager, Diane Cox, is available to answer your questions about this position at [diane.cox@rdmfire.org](mailto:diane.cox@rdmfire.org) or (541) 504-5020.