



## Job Announcement Accountant

Douglas Forest Protective Association  
1758 NE Airport Road  
Roseburg, OR 97470  
541-672-6507

**POSITION: An Accountant 2 position is available with the Douglas Forest Protective Association (DFPA).** This position reports to the Business Manager within the Finance Section. This position will work in conjunction with Budget, Human Resources, and Information Technology. This position provides services by developing and maintaining the accounting structures, records and reports, executing budget analysis, developing and maintaining accounting systems infrastructure and security for numerous diverse program needs. The position requires the ability to work long hours under stressful conditions with competing objectives. The successful candidate must work well in a team environment and be open to continuous learning within the mission of the Association.

The Finance Section is responsible for the accounting of the financial activity of the DFPA funds. This activity includes collecting and recording revenues, determining the validity of and processing payments, maintaining inventory records, contract processing, grant administration, preparing financial statements, and providing services to DFPA employees including payroll, insurance, and retirement benefits. The unit provides records and reports to comply with legal requirements, to fulfill the information needs of managers, and provide information to those outside the Association who have an interest in the financial activities of the DFPA.

### MINIMUM QUALIFICATIONS:

- Must have knowledge of Generally Accepted Accounting Principles (GAAP) acquired by a combination of education and progressive experience in fund-based accounting, budget maintenance, and analysis of complex financial systems by **EITHER**
  - A Bachelor's degree in Accounting and two years of professional accounting experience; **OR**
  - A Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees) and two years of professional accounting experience; **OR**
  - Associate's degree in Accounting from a system of high education (two-year accredited institution) **AND** four years doing independent research and analysis which included making recommendations that resolved issues; **OR**
  - 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing **AND** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

- Must have a working knowledge of federal and Oregon State payroll tax laws and systems as well as experience with the complete processes of the payroll cycle.
- Must demonstrate a strong proficiency in creating/modifying/analyzing complex documents in Excel and Word.
- Must have a valid Oregon driver's license and a satisfactory driving record.
- Must have the ability to effectively communicate (both verbal and written) work with a wide variety of individuals within DFPA, federal/state/county agencies, timber industry, rural fire departments, small landowners, ranchers, and the general public.

**DESIRABLE QUALIFICATIONS:**

- Working knowledge of Google Workspace is preferred.
- Experience with interagency fire finance is highly desirable.
- Experience with CYMA accounting software is desirable but not required.

**ORGANIZATION:** Founded in 1912, DFPA is a non-profit corporation located in Roseburg, Oregon. DFPA has wildland fire protection responsibilities on 1.6 million acres of membership lands, private, State, County, Bureau of Land Management (BLM) and Bureau of Indian Affairs (BIA) lands within Douglas County. DFPA is a very active and aggressive wildland forest protective association that has fulltime and seasonal personnel. DFPA is integrated with the Oregon Department of Forestry (ODF) by contract and by ORS Chapters 477 and 526.

**LOCATION OF POSITION:** The Accountant 2 will maintain an office at the DFPA Headquarters in Roseburg, Oregon. For information about the Roseburg area please visit:  
<http://roseburgareachamber.org/>

**BACKGROUND / PRE-EMPLOYMENT CHECK:**

DFPA is committed to providing a safe and productive working environment. To achieve that goal, we conduct background investigations for final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. The successful candidate will be required to pass a drug screen and background check.

**SALARY:**

Classified as Accountant 2, the salary is commensurate with experience and qualifications. Salary range is \$3,723 to \$7,265 per month DOE. This position is classified as permanent, full-time, overtime eligible.

**BENEFITS:**

This position is eligible for the health/dental/vision insurance package and retirement program, both generously applied benefits. Vacation, sick, and personal leave are also available.

**APPLICATION:**

Applications are available online at <https://www.dfpa.net/employment> . Applicants must meet the minimum qualifications in the announcement to be considered for hire. Apply no later than Monday, April 15th, 2022 for full consideration. Attach each of the items listed below individually as a Word Document (.doc) or PDF (.pdf). A complete application packet consists of:

1. Cover letter with a Statement of Qualifications
2. Resume
3. Douglas Forest Protective Association Application for Employment

4. Transcripts (for each degree earned that is listed under qualifications)
5. References (contact information for professional references including at least one supervisor)

Email completed application packet or position related questions to Jill Miller, Business Manager at: [Jill.m.MILLER@oregon.gov](mailto:Jill.m.MILLER@oregon.gov)

**IMPORTANT APPLICATION INFORMATION:**

Please note that incomplete applications will not be considered. All applicants will be screened based upon desirable qualifications and relevant experience. Only the most qualified applicants will be invited for interviews. All other applicants will be placed in a talent bank for future consideration. Selected applicants will be notified for an interview prior to April 22, 2022.

The Douglas Forest Protective Association is an Equal Opportunity Employer and does not discriminate based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. DFPA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all federal and Oregon state laws and regulations regarding non-discrimination.