



# WENATCHEE VALLEY FIRE DEPARTMENT

## FINANCE OFFICER

Organization: **Wenatchee Valley Fire Department**

Position Title: **Finance Officer**

Address: **731 N. Wenatchee Avenue, Wenatchee, Washington 98801**

Application Deadline: **March 12, 2026**

The WVFD is seeking a Finance Officer to provide financial oversight and support to the Board of Fire Commissioners and members of the Wenatchee Valley Fire Department.

Established in 2022, the WVFD serves a community of 81,000 residents in the heart of Washington State. We are a combination fire department with 89 full-time employees, 35 volunteers, and strong labor and volunteer relations. WVFD has made significant strides in standardizing and expanding operations and securing a solid financial future for the department. The annual budget of \$25 million includes a voter-approved Fire Benefit Charge and a fully funded 25-year apparatus replacement schedule.

Primary Job Duties include:

- Ensures the financial soundness and integrity of the department by safeguarding its ability to meet financial commitments and provide high quality service to the community.
- Manages the department's finances and prepares monthly financial reports for Commissioner approval. Brings financial concerns to the Fire Chief and Board, as appropriate.
- Prepares the annual budget with guidance from the Board of Fire Commissioners, Fire Chief, and Chief Officers.
- Monitors expenditures and purchasing to assure compliance with the approved budget and purchasing procedures.
- Files the Annual Report to the State Auditor and serves as the audit lead for the department.
- Provides grant and contract management and oversight; assists with grant writing.
- Manages Fire Benefit Charge data and provides effective recommendations on revenue collection to the Board of Fire Commissioners
- Responsible for long-range planning, ensuring the efficient use of the department's financial resources.

Salary and Benefits:

- Base Salary \$130,000 DOE/DOQ
- Medical for Employee (100%) and Family (90%)
- Dental insurance for Employee and Family (100%)
- Health Reimbursement Account
- Washington State PERS2 Pension and Deferred Compensation Benefit
- Paid Vacation, Holidays, and Sick Leave

Minimum Qualifications:

- Must be eighteen (18) years of age.
- High School Graduate or GED equivalent.
- Must possess or be able to obtain at the time of hire, a valid Washington State Driver's License without a record of suspension or revocation in any state.

Desired Qualifications:

- A bachelor's or master's degree in accounting or finance.
- Certified Public Accountant (CPA) or Certified Professional Finance Officer (CPFO)
- Work experience with payroll, accounts receivable and payable, processing warrants.
- Microsoft Office Suite experience (Excel, Word, Access).
- Work experience in the preparation of financial statements.
- Knowledge of Washington State budgeting, accounting and reporting system (BARS).
- Knowledge of government finance, including levied tax revenue.

Contact: **Cindy Blaufuss at 509-662-4734 or [cblaufuss@wvfire.org](mailto:cblaufuss@wvfire.org)**

Wenatchee Valley Fire Department is an Equal Opportunity Employer