



## FIRE COST RECOVERY ANALYST SOUTHEAST REGION

Recruitment # 2008-07-6985

### AGENCY MISSION AND CHALLENGE

At the Department of Natural Resources (DNR), we support the vision of a sustainable future by protecting and managing the natural resources that belong to the citizens of Washington. We provide professional, forward-looking stewardship of state trust lands, native ecosystems and natural resources under the leadership of the Commissioner of Public Lands, an elected official.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

**Job Classification:** Fiscal Analyst 1

**Type of Position:**

This is a permanent position.

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

**Monthly Salary Range:** \$2663 – \$3459

**Benefits Package:**

Health and dental insurance, retirement pension, vacation, sick leave and holidays

**Posting Date:** July 17, 2008

**Closing Date:** August 1, 2008

**Location:** Ellensburg, WA

### POSITION PROFILE

Under the direction of the Region's Fiscal Analyst 2, the Fire Cost Analyst provides fire billing and fire cost recovery, fire investigation cost and recovery, and cost reimbursement; and, other fiscal and administrative support to Resource Protection & Service and Business Admin programs.

Duties include but are not limited to:

- Researches, analyzes, interprets, and assembles all information and documentation related to third party and interagency fire costs.
- Analyze third party cost reports from Data Mart and compared to resource order cards to insure all costs of incident have been accounted for in the recovery bill.
- Using Isuite cost accounting software determines interagency cost of an incident based on estimates or actual costs from Data Mart.
- Verifies and compiles suppression costs then, creates invoices, and prepares and issues billing letters
- Tracks and maintains cost recoveries using a computerized database.
- Prepares and distributes to management and division staff, fire cost recovery reports with billing status.
- Assists Resource Protection Division and Region Incident Business Advisor on all audits regarding fire cost for the region.

**REQUIRED POSITION QUALIFICATIONS**

- Experience with computer systems; spreadsheets and word processing, as well as accounts payable, payroll, and accounts receivable.
- Experience with reviewing, analyzing, and interpreting accounting and financial records and reports; Analyzing and correcting discrepancies.
- Knowledge of and ability to explain the agencies current fire, cost recovery and fiscal policies and procedures.

This level of knowledge and skill is **typically** achieved with:

- Three years of accounting/bookkeeping experience, with an understanding of accounts payable, accounts receivable, and payroll.

**DESIRED POSITION QUALIFICATIONS**

- Bachelor's degree in Accounting or a related field, which includes at least 18 quarter or 12 semester hours of accounting, auditing, or budgeting. Professional experience may substitute for education, but not usually for the credit hours.

**SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS**

- Must be at least 18 years of age at the time of hire.

**WHO MAY APPLY**

This recruitment is open to anyone who meets the required qualifications for this position.

**APPLICATION PROCESS**

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#)
- An online voluntary [Applicant Profile Questionnaire](#). *(This form is submitted online).*

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

<b>Electronic method preferred</b>	OR other method
<a href="mailto:Sally.bollinger@dnr.wa.gov">Sally.bollinger@dnr.wa.gov</a>	Sally Bollinger Department of Natural Resources 713 Bowers Rd Ellensburg, WA 98926

**NOTE: Please indicate Fire Cost Recovery Analyst, recruitment #2008-07-6985 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Nancy Shaff at 509.925.0970

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