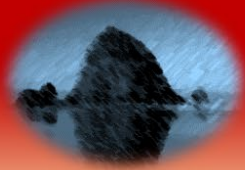




# Cannon Beach

## Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110  
(503) 436-2949 · EMERGENCY DIAL 9-1-1



### \*\*\*REQUEST FOR PROPOSAL\*\*\*

Cannon Beach Fire District invites proposals for part-time/contract accountant.

Accountants need to understand municipal budgets, payroll, PERS, QuickBooks, and reporting. Cannon Beach Fire District invites interested parties to come visit the station to understand the commitments needed to fulfill this position. The position/contract will begin July 1 but may start prior to work with the current accountant as a transition.

This position may be a part-time hourly employee, part-time contract, or a contract with a CPA business employee. It is expected to be 10 to 20 hours a week.

Some duties include but are not limited to:

- Payroll
- PERS reports
- Accounts payable
- Accounts receivable
- Audit preparation
- Monthly reports
- Annual reports

For more information, please contact Fire Chief Marc Reckmann 503-436-2949 or email [mreckmann@cbfire.com](mailto:mreckmann@cbfire.com).