

# EMPLOYMENT OPPORTUNITY

## ACCOUNTANT



MEDFORD  
WATER

200 S. Ivy St. – Rm. 177  
Medford, Oregon 97501  
Tel: 541.774.2430  
medfordwater.org





# COME WORK WITH US!

## **DO YOU HAVE EXPERIENCE PREPARING FINANCIAL STATEMENTS AND ANALYZING GENERAL LEDGER ACCOUNTS?**

*Do you have a passion for public service?*

**Medford Water has an opening for a team-oriented Accountant that will uphold our values and contribute to the success of our organization.**

### **ABOUT OUR ORGANIZATION**

Medford Water operates and maintains the water system that delivers high-quality drinking water to around 140,000 Rogue Valley residents. It is an autonomous agency of the City of Medford, Oregon, established through a change in the city charter on November 7, 1922, and governed by the Board of Water Commissioners. The Board appoints the General Manager, who is authorized to direct the operations of the utility.

We directly serve customers in Medford, as well as the White City area, and the Elk City and Charlotte Ann Water Districts. The cities of Ashland, Central Point, Eagle Point, Jacksonville, Phoenix, and Talent are served on a wholesale basis.

Our primary water source is Big Butte Springs; the Rogue River is used as a supplement during the summer months.

There are just over 60 full-time employees, as well as a variety of seasonal employees. It's a great time to become a member of our team!



### **OUR VISION**

**To be the Rogue Valley's trusted municipal water provider for present and future generations, through responsible stewardship, accountability, and the pursuit of excellence.**

# OUR VALUES

## WORTH.

### To our community.

*We deliver the best value for existing and future customers.*

## ACCOUNTABILITY.

### In everything we do.

*We build strong relationships through open communication.*

## TRUST.

### We strive to earn it.

*Public health is our number one priority.*

## EXCELLENCE.

### In water quality, customer service, and reliability.

*We bring forward-thinking solutions to challenges.*

## RESPECT.

### For everyone.

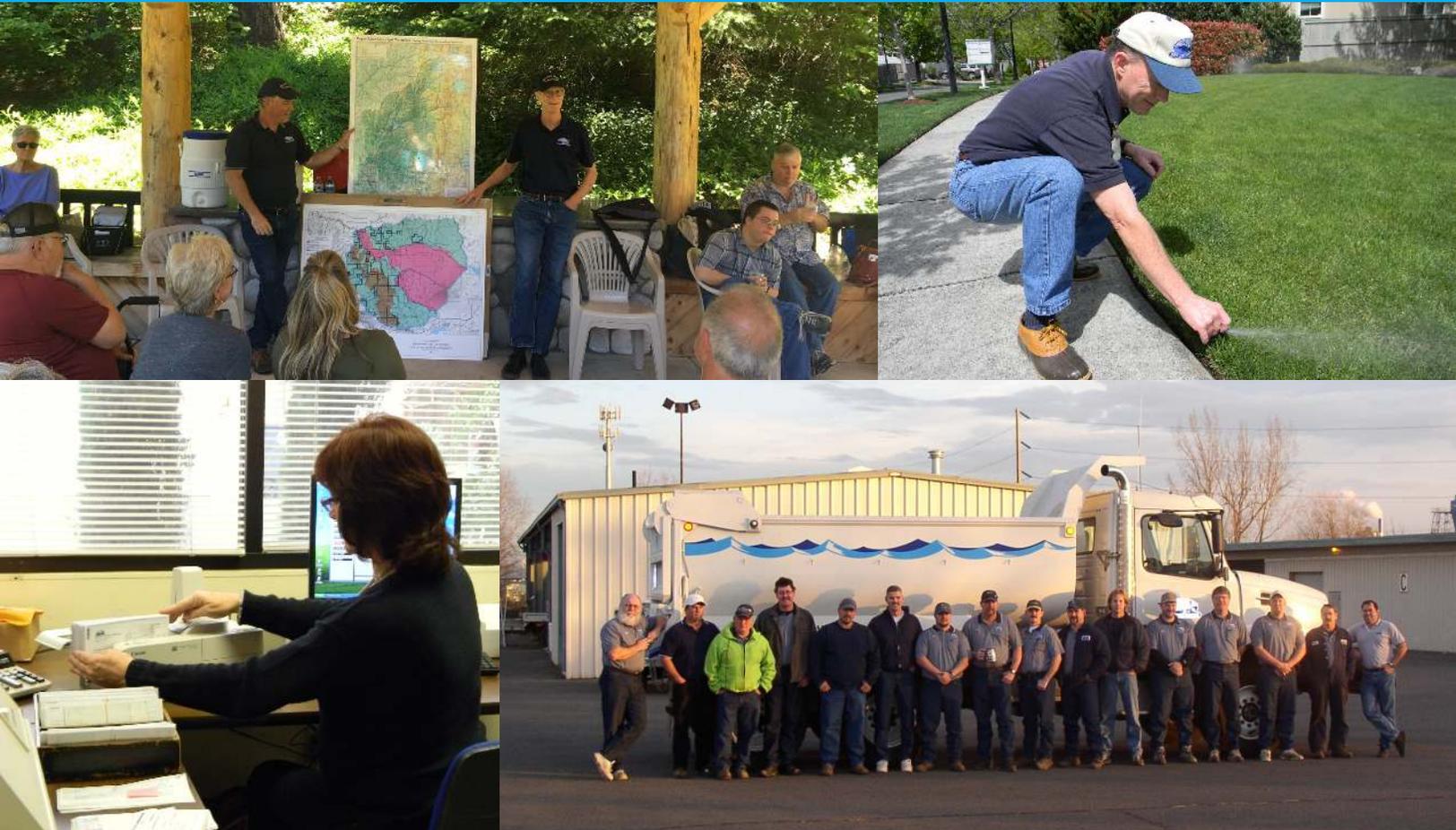


## ABOUT MEDFORD, OREGON

As of July 2019, the the city of Medford had a total population of 83,072, and a metropolitan area population of 217,479, making it the fourth largest metro area in Oregon. It sits in a region between the Cascade Range and Siskiyou Mountains called the Rogue Valley.

Medford's economy is largely driven by the health care industry, with two local major medical centers. The largest direct marketer of fruits and food gifts in the United States, Harry and David Operations Corporation, is based in Medford. These are the largest employers in Southern Oregon. Assisted living and senior services have become an important part of the economy as well, making Medford a retirement destination. Employment continues to increase in this growing community.

Medford is home to Oregon's 3rd busiest airport, the Rogue Valley International-Medford Airport (airport code MFR), and the metro area is served by Rogue Valley Transportation District bus system.



## A MESSAGE FROM OUR GENERAL MANAGER

*Medford Water is a wonderful place to hang your hat. Not only do we serve the public by providing the highest-quality drinking water at the best value, which gives us pride in what we do, but we also encourage our staff to reach their highest career goals by providing internal promotional opportunities, additional training resources, mentoring, and a top-notch working environment where we care about each other and our families. Come check out Medford Water and see if we are a great fit for you and your career. We love what we do, and we hope you will love working here too!*

*Brad Taylor, General Manager*

## THE POSITION

The Accountant performs professional accounting activities in accordance with GAAP; responsible for processing journal entries, preparing monthly financial statements and analyzing general ledger accounts.

Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Values into daily activities.

Minimum qualifications include bachelor's degree in accounting, finance, or business administration, and 3 plus years of general accounting experience.

Background investigation, valid Oregon Driver's License, or ability to obtain within 90 days of hire, and acceptable driving record required.

**A complete job description is available [here](#).**



## OUR MISSION STATEMENT

**To safeguard public health by  
providing a reliable, high-quality water  
supply at the best value.**





## COMPENSATION AND BENEFITS

Salary range: \$51,279 – 66,341 per year, DOE.

Medford Water also provides an excellent benefits package, including:

### Insurance Benefits

- Medical/Dental/Vision for employees and family with a small employee cost share
- Long Term Disability Insurance - provided by Medford Water
- Life Insurance - \$50,000 policy provided by Medford Water
- Accidental Death & Dismemberment - \$50,000 provided by Medford Water
- Health Reimbursement Account - \$1,800 per year provided by Medford Water
- Voluntary Supplemental Policies - Aflac, Critical Illness, Additional Life Insurance, and more
- Flexible Spending Account (FSA) available

### Wellness

Medford Water's Wellness Program promotes physical, emotional, and financial wellness with various goals and incentives throughout the year. A free and confidential Employee Assistance Program can assist 24 hours a day, 7 days a week, with any personal problem, including crisis counseling, managing anxiety, dealing with financial strain, and more. A fully-equipped fitness center is available at the Lausmann Annex building.

### Vacation, Sick Leave, and Holidays

Employees accrue vacation starting at 96 hours per year, and earn 96 hours of paid sick leave annually. In addition, employees receive 3 personal holidays per year and Medford Water recognizes 9 paid holidays.

### Retirement

- Oregon Public Employee Retirement System (PERS) - 6% contributed by the employee
- Deferred Compensation Plan (457 Plan) Available

## APPLICATION AND SELECTION PROCESS

First candidate review on November 22, 2021; position open until filled.

For position consideration, candidates must submit cover letter, resume, and application by email or mail. Applications must be received by the closing deadline. Following a review of the applications, the most highly qualified applicants will be invited to proceed further in the selection process. Individuals not selected will be notified.

Background investigation and valid Oregon Driver's License with acceptable driving record is required. A computer skills test may be required for clerical positions. All positions require a pre-employment drug test and background check. Some positions may require a pre-employment physical exam. Medford Water is an equal opportunity employer.

A job application and complete job descriptions are available online at [medfordwater.org](http://medfordwater.org). For more information on the application process, call: (541) 774-2444.

Submit cover letter, resume, and application to Tanya Haakinson, Human Resources Manager, at [tanya.haakinson@medfordwater.org](mailto:tanya.haakinson@medfordwater.org) or deliver to:

Medford Water Commission  
ATTN: Human Resources  
200 S. Ivy St. – Room 177  
Medford, OR 97501

[CLICK HERE TO APPLY NOW!](#)



## WHAT OUR EMPLOYEES SAY

"This is the best job I've ever had."

"I LIKE THE PEOPLE I WORK WITH."

**"I love coming to  
work every day."**

"It makes me feel good to know  
I'm doing something important  
for our community."

"OUR ORGANIZATION IS  
IMPORTANT TO THE HEALTH  
OF OUR COMMUNITY."

**"I appreciate working together as a team."**



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