

WESTERN LANE FIRE AND EMS AUTHORITY EMPLOYMENT ANNOUNCEMENT

IMMEDIATE OPENING FOR AN ACCOUNTS PAYABLE COORDINATOR

Date posted: May 4, 2026
Salary: Current Range (all position provided with a comprehensive benefit package).
AP Coordinator \$43,260 - \$65,290
Closing Date: May 26, 2026
Representation: This position is not represented.

Western Lane Fire and EMS Authority (WLFEA), with headquarters in Florence, Oregon, is announcing an opening for a Full Time Accounts Payable/Receivable Coordinator. The ideal candidate will have strong understanding of accounts payable and receivable functions, computer skills, proficient in Excel, detail oriented, self-motivated and work well with the public, management, staff, and board members.

WLFEA provides Fire Suppression services to approximately 100 square miles and ALS transport services to approximately 560 sq miles in western Lane County. The Authority runs an average of 4,500 calls annually with a wide range in call types. Our area of coverage includes 20,000 permanent residents within the City of Florence and Dunes City along the Oregon Coast and inland rural areas of unincorporated Lane County.

The Central Oregon Coast and adjacent inland area is very attractive for active residents and visitors with the average age of our residents over 60 years. Florence is home to Peace Harbor Hospital, a Level 3 trauma center. Call types can be very diverse ranging from high acuity trauma resulting from ATV accidents in the Oregon Dunes National Recreation Area, to wildland/urban interface fires, and technical rope and water rescues.

Our current full-time office employees work a 40-hour, Monday through Friday schedule.

MINIMUM QUALIFICATIONS

- 2 – 5 years of experience in accounts payable, accounts receivable, or general accounting.
- Strong analytical and critical thinking skills with meticulous attention to detail to manage financial transactions effectively.
- Responds promptly to employee and customer needs; responds to requests for service and assistance.

- Ability to manage time effectively and work in an environment with changing priorities.
- Maintains a positive attitude under stressful conditions.
- Follows policies and procedures; completes administrative tasks correctly and on time.
- Strong commitment to see a task through to completion.
- Ability to maintain strict confidentiality.
- Ability to operate a personal computer. Knowledge of current software applications related to the functions and operations of the Human Resource and Finance department. Proficient skills in using Microsoft products such as Outlook, Word, and Excel. The ability to use and understand Excel formulas and utilize data sorting.
- Excellent communication skills, both written and verbal, with the ability to explain payroll processes and policies clearly to employees.

REQUIRED EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- Associate degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

PREFERRED EDUCATION/EXPERIENCE

- A bachelor's degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.
- Additional certifications in payroll administration, Human Resources, or accounting.
- Familiarity with Fire and EMS terminology and operations is advantageous.

A full job description and applications can be found online or printed at: www.wlfea.org

First review of applications will occur on May 26th with the top candidates invited to undergo an Interview and a Skills Assessment on Thursday, May 28, 2026. A conditional offer is anticipated to be made on or around June 4th. Following successful completion of background checks we anticipate a starting date of June 15th.

Please submit an application, resume, any certifications, and a cover letter must be received by 4:00pm on May 26th. Application packets may be submitted in person, by mail, or by email and must be easily readable in order to be considered for this recruitment. Faxes will not be accepted. To submit documents by email, PDF copies should be sent with a cover sheet to mary@wlfea.org.

Application Instructions

Your completed application package should include a cover letter, resume, completed WLFEA application, and any certificates. The application is available as a word document or as a form fillable pdf. It is the applicant's responsibility to ensure that the agency has copies of all required information. Application packages will be scored on content, professionalism, grammar, and the ability to follow instructions. When describing your experience, be specific and include information that shows you are a good fit for this position. The first review of application packages will take place on May 18, 2026. Applications received after this time will be accepted until the position is filled.

Completed application packages may be emailed to Mary Dimon (mary@wlfea.org), hand delivered, or mailed to:

Western Lane Fire and EMS Authority, 2625 Highway 101, Florence, OR 97439

Anticipated Hiring Timeline

- May 5, 2026 Application Period Opens
- May 18, 2026 First Review of Applications – if enough applicants, application period closes at 4pm
- May 26, 2026 Second Application Period Closes at 1600 (if needed)
- May 26, 2026 Review and scoring of submitted applications.
- May 28, 2026 AP Assessment Center
- June 3, 2026 Chief's Interview
- June 15, 2026 Full time start date