

Joshua J Serfass

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Career Profile:

- Detail-oriented, efficient and organized professional.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Education:

The University of Washington - Tacoma, Tacoma, WA
School of Urban Studies, GIS Certificate Program
Non-matriculated Student, GPA 4.0, Graduation Date: March 2021

Oregon State University, Corvallis, OR
College of Forestry, Natural Resource Management
Post-Baccalaureate Student, E-Campus, GPA 3.70

King's College, McGowan School of Business, Wilkes-Barre, PA
Bachelor of Science Degree: Accounting, Graduation Date: May 2008
Work 40+ hours a week while attending school full-time

Work History:

Washington State Department of Natural Resources | Olympia, WA July 2018-Present
Wildfire Fiscal Analyst

- Responsible for all fire and aviation payables.
- Compile comparative reports to analyze/improve agency functions.
- Assist in monthly budget review process for wildfire division.
- Analyze aviation contracts to ensure compliance with terms.
- Analyze interagency fire agreements to ensure compliance with terms.
- Complete thorough post-season audits of all FMAG, National Guard, and Out of State fire charges and coordinate reimbursement with partnering agencies.
- Prepare Billing Summary spreadsheets via the use of complex formulas and advanced Excel skills.
- Develop & improve spreadsheets for inter-agency billing following fire season. This involves the use of complex formulas to present an accurate, flowing billing summary for federal fire partners.
- Complete NaturE billings for Camps, Out of State Fires, and FFPA programs
- Provide VISA training to Wildfire Division staff
- Regularly coordinate with region personnel to meet financial deliverable goals
- Assist with season-end interagency cost settlements.
- Serve as a GIS on wildland fire incidents. Duties include: creating multiple incident map products, obtaining GIS data from local resources, integrating data from various gps units (Collector, Survey 123, Avenza) and incorporating data into incident GIS, developing, updating, and maintaining metadata, coordinating nighttime production and aerial imagery integration, daily GIS edits for fire perimeter, closures, air drops, heli-spots, etc.

Batdorf & Bronson Coffee Roasters | Olympia, WA December 2017-May 2018
Accounts Payable Specialist

- Handle all accounts payable transactions
- Assist controller with the entering of journal entries
- Prepare inventory analysis reports
- Accurately record incoming and outgoing wire transfers
- Assist controller with varying projects as needed
- Create and maintain vendor files including W9 documentation
- Setup and maintain retail general ledger accounts

Bureau of Land Management - Boise District | Boise, ID May 2017-September 2017
Forestry Technician GS-5 (Seasonal)

- Assist in the suppression/prevention of wildfires as a member of a handcrew and/or engine crew

- Inspect contract units and ensure contractors are meeting project specifications.
- Collect fuels samples, calculate fuel moistures, and analyze results
- Monitor designated fuels areas to assess current fire conditions.
- Conduct targeted grazing analysis to ensure targets are being met
- Maintain courteous, professional contact with the public and inform them of fire hazards and prevention

Adecco/A10 Capital | Boise, ID

January 2017-May 2017

Accounting Assistant (Temporary)

- Handle all accounts payable transactions
- Assist controller with the entering of journal entries
- Manage Oracle vendor database
- Accurately record incoming and outgoing wire transfers
- Assist controller with varying projects as needed
- Create and maintain vendor files including W9 documentation

Sawtooth National Forest-Minidoka Ranger District | Burley, ID

May 2016-October 2016

Forestry Technician GS-4 (Seasonal)

- Assist in the suppression/prevention of wildfires as a member of a handcrew and/or engine crew
- Inspect contract units and ensure contractors are meeting project specifications. Work with contractors to meet objectives.
- Complete district project work to meet specifications
- Prepare fuel reduction units for project work through scouting stands and flagging them off using GPS units
- Collect fuels samples, calculate fuel moistures, and analyze results. Present findings to management.
- Gather data and record information on fuel types, weather conditions, fire behaviors, and status of work accomplished
- Clean, maintain, recondition, and store tools and equipment
- Assist wildlife and recreation departments with project work as needed
- Maintain courteous, professional contact with the public and inform them of fire hazards and prevention

Accountemps/Pioneer Title | Boise, ID

November 2015-January 2016

Staff Accountant (Temporary)

- Work with permanent employees to research erroneous postings made throughout the 2015 fiscal year.
- Quickly learn company accounting software and procedures in order to assist in completion of year-end financial statements.
- Accurately complete monthly bank reconciliations for various cash accounts dating back to the beginning of the 2015 fiscal year.
- Resolved account reconciliation issues quickly.

Bogus Basin Mountain Recreation Area | Boise, ID

December 2015/2016-March 2016/2017

Bartender/Supervisor (Seasonal)

- Serve customers efficiently and pleasantly.
- Assist customers with information regarding facilities, ski runs, and mountain events
- Handle all cash, credit and debit transactions in the lodge
- Count and record tip money for wait staff at the end of the night
- Ensure the facilities are clean and secure for the next morning

Ambit Funding | Wilkes Barre, PA

September 2012-August 2015

Staff Accountant

- Track, analyze, and maintain general ledger accounts of numerous real estate and rental properties
- Accurately enter company A/R and A/P transactions
- Compute and complete various international and inter-company wire transfers
- Compile comparative reports to analyze/improve business functions
- Make general and adjusting journal entries for various business units
- Reconcile balance sheet accounts
- Create and maintain vendor files including W9 documentation; prepare year-end 1099's
- Complete month-end closing tasks in a precise and timely manner
- Accurately analyze, interpret, and present financial statements to executive management.

Computer Skills:

- PowerPoint • Intuit QuickBooks • Microsoft Access • Microsoft Excel • Oracle/NetSuite • ROSS
- Adobe • Peachtree • Microsoft Word • Microsoft Outlook • ArcPro • ArcMap • NaturE • DataMart
- CSS • HTML • JavaScript • Leaflet • Python

Leadership/Volunteer Activities:

- GISS for Northwest Incident Management Team 13
- Conservation Volunteer with numerous organizations, including: Washington DNR, Washington Trails, The Mountaineers, Idaho Trails, USFS, and PA DCNR
- Wildland Firefighter for USFS, BLM, and PA DCNR
- Adventure Scientists Volunteer