



TO: Interim Staff Accountant Candidates

FROM: Jeff Curtis, Executive Director

Thank you for your interest in applying for the above position at the Portland Rose Festival Foundation. The Portland Rose Festival seeks to employ high caliber individuals with a strong record of success.

The Interim Staff Accountant position that is currently open is an Interim position reporting to the Executive Director. This job will be full-time from February through August. This is a temporary, hourly position. A job description for the position is attached. ***The chosen candidate will be an enthusiastic, detail-oriented individual, capable of multi-tasking. They will have strong accounting skills and be comfortable in a team environment.***

If you are interested in applying, please compile the following application materials:

- Cover Letter
- Application form (hand written)
- Resume
- Reference list or letters
- Background Check form

Hourly rate will range from \$13 per hour and will commensurate with the qualifications and experiences of the chosen candidate. As a temporary employee, health benefits are not included.

Please mail application materials to:

Portland Rose Festival Foundation
Attn: Interim Staff Accountant
5603 SW Hood Ave.
Portland, OR 97239

The position closes on Monday, February 1, 2010.