



Job Announcement

Business Manager

Position open until filled:

Reports to:	Executive Director
Status:	Non-exempt position 40 hours per week; Monday – Friday; 8am – 5pm with occasional evening meetings and weekend events.
Pay Range:	\$41,387 - \$50,098 DOE. Benefits include, retirement plan, paid holidays, vacation, sick leave.

About Crook County Parks and Recreation District (CCPRD)

CCPRD is a special district governed by an elected Board of Directors and supported through a property tax levy, grants and other local and state funds. CCPRD owns / manages thirteen parks including two campgrounds. We offer diverse recreation programs and classes for all ages and provide facilities for this purpose.

Position Description

The Business Manager will work closely with the Executive Director, staff and Board of Directors to design, oversee and implement systems to ensure quality management of finances, human resources, office operations, regulatory compliance and organizational development. This position is central to the day-to-day functioning and smooth operation of the district. Essential abilities include strong office/fiscal management and bookkeeping skills; the ability to work independently as well as part of a team; ability to communicate effectively with CCPRD staff, board, volunteers and partners. Exceptional customer service skills and the ability to professionally represent the District in the community. These duties are performed with integrity and transparency, following established district policies and procedures.

Supervision

The business Manager is supervised by and reports directly to the Executive Director. This position has responsibilities of supervising other staff members.

General Job Duties

- Governmental accounting, budget administration and financial reporting.
- Personnel related tasks including but not limited to employee benefits, insurance policies. (general liability, workers comp, unemployment) and personnel file maintenance and security.
- Compliance with requirements from funding agencies and other entities.
- Day-to-day office and clerical operations and activities.
- Administrative support for staff and board.

- Acts as the human resource officer for the District.
- Assists with grant writing.
- Assists with recreation programming.
- Prepares reports and provides information for annual audit.
- Acts as the Secretary Pro-Tem for Crook County Parks & Recreation Foundation which includes: accounts payable, accounts receivable, and all other necessary bookkeeping as well as attending meetings and taking minutes.
- Attends scheduled board meetings and ensures that minutes are taken.
- Assists with updating the website.
- Other responsibilities as required.

Capacity Building

- Assist with public relations and increased public awareness of the District.
- Assist with training new board members once elected.
- Assist the Executive Director and board with goal setting and long range planning.
- Seek out grant opportunities that help support CCPRD's vision and goals.
- Participate in marketing efforts that promote the district's facilities and recreation offerings.

Office Administration and Management

- Provide office reception (respond to phone calls, walk-ins, email, mail receipt/ distribution).
- Securely oversee/maintain personnel files, server backups, file archives.
- Maintain office equipment and service contracts (copier, IT support, janitorial, website, internet/domain).
- Maintain office supply inventory in an efficient and timely manner.
- Maintain record of all District policies, procedures and board resolutions.
- Maintain a master calendar of events, meetings and deadlines.
- Processes payroll and taxes for all District employees; keep records of staff timesheets, accrual/ use of leave time, retirement and health benefit contributions; oversee W-2 distribution, W-9 and 1099 from individuals, vendors and organizations.

Meeting Responsibilities

- Prepare packet for and attend board meetings; take minutes and distribute approved minutes.
- Provide public notice of meetings and ensure meetings comply with Oregon Public Records and Meetings Law.
- Participate in weekly staff meetings, attend conferences and training workshops.
- Plan and coordinate other meetings as necessary.

Minimum Qualifications

- Bachelor's degree in accounting, business, finance, or public/business administration.
- Five years progressively responsible experience in administrative accounting/bookkeeping and office management functions / or any equivalent combination of experience, training and/ or education.
- Thorough knowledge of and experience with governmental accounting standards and practices.
- Experience in public sector and personnel administration.
- Excellent skills in Microsoft Office including Word, Excel, PowerPoint.

- Proficiency and experience with automated accounting system. Preferably Sage Business Works Accounting Software.

Other Essential Knowledge, Skills and Abilities

- An eye for detail and accurate with numbers and data entry.
- Excellent organizational/logistical ability and time management skills to address multiple priorities and meet tight schedules and deadlines.
- Strong verbal and written English communication skills (reading, writing, editing, listening, and representing the District at public venues).
- Strong inter-personal, relationship-building and critical thinking skills.
- Ability to interpret and implement District policy/procedures.
- Commitment to cultivate a welcoming environment with a positive attitude.
- Good dexterity and hand-eye coordination and the ability to bend and lift at a minimum a bag or box up to 30lbs in weight.

Job Conditions

Work is performed primarily in an office environment and involves significant time sitting at a computer station keyboarding, standing at a table, and using office equipment. Regular work hours are between 8am and 5pm, Monday through Friday. Periodic travel to meetings, events and trainings is required. Some evening and weekend meetings/ events may occasionally require overnight stays of more than two consecutive nights. This position may occasionally require work outdoors related to District programs and events. These events may occur in inclement weather. The District maintains its status as an at-will employer. The District requires satisfactory results for degree verification as appropriate. Investigation of criminal background and employment history will be conducted. If using a personal vehicle for work travel, a valid Oregon Driver's License, current auto insurance, and good driver record are required. If an offer of employment is made it will be contingent upon review and acceptance of the policies and procedures contained in the CCPRD policy manual.

Benefits

The District offers a generous and competitive benefits package including: health, dental, and vision insurance for employee plus one; life insurance; 401k, participation in an employer-matched, tax-deferred retirement plan (457b); paid vacation; paid sick leave; ten paid holidays per year; opportunities for professional development and training. New employees are in an introductory period for their first six months of employment.

Application Deadline

This position will remain open until filled. Submit all application materials requested. Incomplete applications will not be considered. Faxes will not be accepted.

How to Apply

Submit all application materials below in hardcopy or electronic form:

- CCPRD job application form found at www.ccprd.org or obtain a paper copy at our office.

- Cover letter describing your qualification for and interest in the position. Include a detailed narrative of your experience with governmental accounting and budgets, how you personally connect with CCPRD mission and the techniques you would use to be successful in this job.
- Resume (with your email address and phone number in the heading).
- Three professional references, at least one of which is a past supervisor.

Send electronic submissions to:

duane@ccprd.org with the subject heading Business Manager. Please do not include attachments in the body of your email, attach them separately as a PDF.

Mail hard copy materials to:

Duane Garner, Executive Director
Crook County Parks & Recreation District
296 S. Main St.
Prineville OR 97754

Finalists will be contacted for an interview. Thank you for your interest in this position and for taking your valuable time to apply for a job with Crook County Parks and Recreation District.

Equal Employment Opportunity

Crook County Parks and Recreation District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex age, national origin, disability, veteran status, or any other classification protected by law.