

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Office and Finance Manager
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT II (Professional, Administrative, and Technological)

DATE WRITTEN: April 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office and Finance Manager for the LaPorte County Parks and Recreation Office, responsible for providing administrative support to office personnel, maintaining records and files, and performing department bookkeeping functions.

DUTIES:

Assists the Superintendent, Chief Naturalist, and Maintenance and Construction Supervisor in administrative and financial matters, including typing and composing correspondence and performing bookkeeping functions. Assist Recreation & Education Programmer in proof reading public relations materials prior to release. Prepares and processes departmental mailings as required.

Supervises and directs part-time office employees and volunteers, including making work assignments, providing training and corrective instruction, and reviewing work product.

Maintains employee records, including those related to insurance benefits, compensatory time, vacation days, sick days, workman's compensation, and employee orientation and termination records. Prepares and files accident and incident reports as needed. Serves as liaison between Auditor's office personnel & payroll department and park employees.

Prepares and submits minutes, agendas, financial reports, staff reports, and park attendance reports to the Park Board. Attends and takes minutes for all Park Board meetings. Assists with research and types or proof reads reports and correspondence for individual Park Board members and committees as assigned.

Opens, sorts, and distributes mail and processes and prepares departmental mailings, including assisting with mailing lists for programs, festivals, and newsletter.

Prepares and files accident and incident reports.

Performs various bookkeeping and accounting functions, including financial forecasting, budget preparation, and state sales taxes. Collects receipts and deposits money from special events, shelter rentals, recreation pack rentals, donations, and any other monetary procedures. Records expenditures and profits and calculates income for departmental programs and activities. Balances financial records with the Auditor's office. Assists County Treasurer in maintaining and tracking financial investments of the Department.

Prepares payroll, purchase orders, budget transfers, and maintains petty cash fund. Prepares and presents materials and financial reports to the Superintendent and the Park Board.

Answers telephone, greets visitors, responds to inquiries and when necessary, determines nature of call and directs inquiry to appropriate person or agency. Assists with scheduling appointments for Superintendent. Assists with scheduling and coordination between all department Staff.

Maintains and updates administrative files, including opening, sorting, and distributing mail, assisting with bid procedures for equipment purchases, and assisting with policy and rules manuals updates. Maintains and orders supplies for office and staff as requested.

Attends professional meetings and conferences and staff meetings as required.

Assists with festival planning, working the events, and the evaluating results, including occasionally performing duties on weekend and evenings.

Assists with mailing lists for programs, festivals, and newsletter.

Receipts money for Friends of the Parks memberships and processes membership cards and correspondence. Receipts money for no leash Dog Park and processes correspondence

Assists with the researching data and producing the annual report and master plan. Prints and binds copies of reports, plans, and manuals as required.

Assists in grant process, including applications, project development, reimbursements and follow-up reports. Assists in administering grants as received.

Maintains department records regarding facility usage and scheduling. Processes facility reservation requests and performs follow up with customers as required. Communicates with maintenance staff regarding facility rentals/usage other than programs led by the Naturalist staff. Maintains inventory of keys for Smith Hall rentals. Ensures Canada Lodge/Administration Office is properly opened for the public during normal work office hours. Properly closes and secures building according to department guidelines.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates Degree in Bookkeeping, Accounting, Finance, Business Management and Administration or related field, and a minimum of two (2) years previous experience and/or equivalent combination of training and experience.

Ability to supervise and direct part-time employees and volunteers, including making work assignments, providing training and corrective instruction, and reviewing work product.

Working knowledge of standard office procedures and computer software programs used by the Parks and Recreation Department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and maintain complete and accurate files.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, printer, folding and cutting machine, binding machine, copier, fax machine, calculator, telephone, and radio system.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Park Board members, Foundation Board members, community organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Working knowledge of basic bookkeeping and accounting functions, state prescribed accounting procedures, and the interaction of government offices as it relates to the department budget.

Ability to perform arithmetic additions/subtractions, prepare statistical reports as required, and administer and comply with applicable grants.

Ability to occasionally work extended, evening, and weekend hours, and travel out of town for training and meetings, sometimes overnight.

Possession of or ability to obtain/retain First Aid and CPR certifications.

Possession of or ability to obtain a valid Indiana driver's license.

II. DIFFICULTY OF WORK:

Incumbent performs a variety of administrative and accounting functions requiring practical application of customary practices, rules, regulations, procedures of the department to moderately complex, relatively standardized tasks, processes, or operations. Incumbent's work requires some analysis and judgment in selecting applicable methods and procedures.

III. RESPONSIBILITY:

Incumbent performs majority of duties according to general policies and guidelines established by the Park and Recreation Board with the purpose and scope of desired results indicated. Incumbent makes choices and takes actions in performing a variety of relatively standardized assignments or tasks. Errors in work are detected and corrected through supervisory and may result in loss of time for correction and/or loss of money to the department.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Park Board members, Foundation Board members, community organizations, and the public for the purpose of explaining or interpreting policies, exchanging information, and rendering services.

Incumbent reports directly to the Superintendent.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a modern office environment, involving sitting/standing for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended, evening, and/or weekend hours, travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office and Finance Manager for the LaPorte County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name