

## **Coquille Parks & Recreation**

### **Assistant Director of Finance & Human Resources**

Coquille Parks & Recreation is seeking an Assistant Director to be responsible for managing the bookkeeping, human resources, and general office administrative duties. This role combines undertakings across departments of finance and human resources, making it a unique and exciting opportunity for a candidate who thrives in a multifaceted role. This Assistant Director will be responsible for accounts payable & receivable, banking and reconciliations, maintaining purchase orders, and processing timecards & payroll. This position reports directly to the Executive Director of the park.

#### **Essential Functions & Responsibilities**

##### **Finance:**

- Assist with the preparation and administration of the park's annual General Fund budget.
- Collaborate closely with auditors in preparing financial reports, producing requested documents.
- Demonstrate superior customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity.
- Directly supervise staffing and monetary deposits made by Concession Coordinator.
- Function as manager of business operations including running payroll, and handling accounts payable & receivable in QuickBooks Online program.
- Receive and process Ad Valorem checks, all park bank deposits and monitor monthly reconciliation of all bank accounts.
- Relay financial updates and directives to executives in weekly staff and monthly Board Meetings.

##### **Human Resources:**

- Assist with interviews and perform onboarding of all new hires.
- Collaborate with supervisors in the development and implementation of District-wide policies and procedures.
- Execute bi-weekly payroll, tracking of all paid time off hours, and updating & tracking of payroll updates within Netchex platform.
- Facilitate and monitor the performance of annual evaluations for employees.
- Maintain park compliance with federal and state regulations concerning employment.
- Offer day-to-day leadership for employees through communication and demonstration of the organization's Vision, Mission, and Values.
- Provide recommendations to the Executive Director for all employee relations and concerns.

##### **General Administration:**

- Assist the Executive Secretary to the Recreation District #14 Board of Directors
  - Execute the preparation of Board Meeting materials, comprehensive public, and administrative reports.
  - Maintain and advertise legal documentation, Agendas, and Minutes for all Board Meetings.
- Coordinate strategies, policies, and procedures with the Executive Director, and communicate direction through the development and implementation of strategic plan for the District.
- Facilitate the department directors in planning, organizing, and directing the internal activities within their departments for budgeting and hiring.
- Maintain positive and effective relationships with other Parish departments, public and private agencies, and the community.
- Prepare confidential, sensitive documents while maintaining hard copy & electronic filing systems.
- Perform other duties as assigned by the Executive Director.

## **Knowledge, Skills, and Abilities**

### **Knowledge:**

- Familiarity of applicable Louisiana Open Meetings Law and Public Records Act.
- General knowledge of policies and practices of Parks & Recreation and office management.
- Grant application and administration.
- Leadership and supervision of diverse staff.
- Principles of project & contract management & administration.

### **Skills & Abilities:**

- Accuracy and mindfulness are required, as well as a record of reliability, confidentiality, and conscientious work habits.
- Apply strong accounting skills, including A/P, A/R, purchasing backup, journal entries, and all bookkeeping through financial statement preparation.
- Communicate effectively both orally and in writing by preparing and presenting reports, Board agenda items, Board minutes, contracts, and public presentations.
- Develop, recommend, and implement personnel policies and procedures, preparing and maintaining Employee Handbook for all company personnel.
- Effectively use a computer and various software including registration software, word processing, spreadsheets, and other necessary software utilized in the preparation and administration of budgets.
- Establish and maintain cooperative working relationships with user groups, organizations, residents, elected officials, and fellow employees.
- Excellent computer skills including MS Office applications (Word, Excel, Outlook, PowerPoint).
- Interface with all departments and resolve problems and issues with need purchase items.
- Maintain records according to GAAP including the recordation of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements.
- Manage overall administrative activities for the entire park and office.
- Oversee and manage the Human Resource department by planning and organizing all activities of the division.
- Payroll skills and a knowledge of common bookkeeping software is required. Previous experience in accounting and QuickBooks or related programs.
- Prepare purchase orders or bid requests and enter data of all purchase orders.
- Provide overall leadership and facilitate the development of effective work teams.
- Receive and contact vendors to find out the status of an order and service information. Contact vendors with discrepancies with quantity and quality, and price or availability.
- Review requisitions and purchase supplies within budgetary limitations and scope of authority.

## **Qualifications**

- Bachelor's degree in Business, Accounting, Finance, Human Resources, or related field preferred.
- Efficient in working with QuickBooks, Netchex and/or RecDesk software.
- Governmental accounting experience preferred.
- Must be detail-oriented and have the ability to communicate with all levels of personnel.
- Parks and Recreation experience is preferred but not required.
- Several years of experience in similar work, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **Benefits**

- Flexible work schedules may vary based on events at the park.
- Medical, dental, life and vision insurance options are available.
- Paid time off and holidays provided.
- Professional development opportunities.
- Retirement plan with employer contribution.
- Salary range starting at \$54,080.00, or commensurate with experience.

*The St. Tammany Parish Recreation District #14 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.*