

Coquille Parks & Recreation

Business Office Assistant

Coquille Parks & Recreation is seeking a dedicated, detail-oriented administrative professional with experience in providing exceptional customer service & clerical support. The Business Office Assistant for Recreation District #14 of St. Tammany Parish excels in answering phone calls, directing inquiries to appropriate associates, assisting workers with payroll questions, inputting invoices, and handling mail distribution & requisition of supplies. By efficiently managing inquiries to ensure a positive experience, they remain committed to maintaining a welcoming office environment and supporting organizational operations through effective multitasking and problem-solving. This part-time position reports directly to the Assistant Director of Finance & Human Resources for general job responsibilities.

Key Responsibilities

Finance:

- Aid Assistant Director of Finance and other departments with cash control by collecting and effectively managing cash and card transactions in recording software.
- Assist with the management of business operations including running payroll, and handling of accounts payable in QuickBooks Online.
- Contribute to oversight of monetary deposits made by Concessions, Tennis & The River Mill.
- Demonstrate superior customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity.
- Maintain a thorough understanding of Recreation District #14 financial policies and procedures.
- Other duties as assigned by park's Executive Director and supervisor.
- Constant communication with rentals to ensure accuracy on rental/River Mill invoices.

Human Resources:

- Answer and screen phone calls as necessary and route them accordingly to proper personnel.
- Assist with onboarding of all new hires and establishment of staff training programs.
- Ensure completion of the performance of annual evaluations for employees.
- Facilitate the execution of bi-weekly payroll for contract workers in Netchex, communicating with Recreation Coordinator to ensure all active.
- Help coordinate an effective personnel administration program that includes updates to job descriptions, evaluation procedures, clarifying performance standards, researching benefit plans, and making recommendations for changes to the Employee Handbook.
- Maintain a role in the management of overall administrative activities for the entire park.
- Perform routine filing of all office documents and maintain system to ensure information is easily accessible.

Qualifications

- Accuracy and attention to detail are required, as well as a record of reliability, confidentiality, and conscientious work habits.
- Applicable customer service skills with the ability to effectively converse and interact with diverse groups of individuals and patrons in a friendly, courteous, and professional manner.
- Capable of working independently, and collaboratively in a team environment.
- Excellent organizational, written, and verbal communication skills with vendors & coworkers to handle multiple tasks and prioritize work.

- Knowledge of modern office practices, work demands, procedures, equipment and clerical techniques.
- Skilled in Microsoft Office Suite (Excel, Word, & PowerPoint, Outlook), website management and appointment scheduling software.

Benefits

- Competitive pay starting at \$18.00/hour or commensurate with experience & performance.
- Flexible work schedule with office hours desired between 8:00 AM to 4:00 PM.
- Professional development opportunities available.

The Recreation District #14 of St. Tammany Parish 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.