



Position Title: **Finance Manager**

Organizational Level: Manager/Director

Classification: Regular, Exempt, Full-Time, Monday-Friday, eligible for benefits package

Requirements: Must pass background check and drug screen

GENERAL DESCRIPTION:

Under general direction, the Finance Manager is responsible for District-wide financial services. This includes record-keeping, accounting, general administrative responsibilities and liaison with all department managers.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Executive Director.

ESSENTIAL FUNCTIONS: *(Include but are not limited to the following)*

1. Following the District's Financial Management policies, administers District-wide accounting including payroll and accounts payable using QuickBooks
2. Prepares financial reports for monthly Board Meetings
3. Liaises with District's banks, insurance brokers, benefits administrators, auditor, retirement fund manager and other outside financial or administrative organizations
4. Has oversight of the District's record keeping, filing and administrative activities, maintaining compliance with Oregon's Public Record Laws
5. Supports the Executive Director in preparation of the District's annual budget, manages annual audit
6. Files quarterly and annual State and Federal reports, creates and distributes annual W2s
7. Complete new employee on-boarding, maintain personnel records, manage annual open enrollment
8. Coordinate reconciliations, order office supplies and other administrative tasks, as needed

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

- Completion of a four-year degree in accounting, finance, economics, business or related field, and four years of responsible related experience , or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties
- Broad knowledge of the principles, methods and practices accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, and investments. Experience with public sector accounting preferred but not required.
- Demonstrated ability with Intuit QuickBooks

License/Certificate:

Possession of a valid Oregon driver's license may be required at the time of appointment; reliable transportation and a good driving record may also be required.

ESSENTIAL KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

1. Proficient in Intuit QuickBooks
2. Knowledge of modern office methods, procedures, computer hardware and software, and bookkeeping techniques
3. Ability to coordinate and plan office administrative workflow
4. Excellent communication skills, both written and oral
5. Strong interpersonal relations skills and exceptional organization
6. Exceptional telephone, e-mail and general customer service skills required
7. Must have the ability to maintain strict confidentiality
8. Ability to work independently on multiple projects simultaneously, with strict deadlines
9. Demonstrated attention to detail, trustworthiness, and strong work ethic
10. Ability to pass the required background check

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, negotiating stairs and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 50 pounds is also required. This position may require travel in public transportation or a personal vehicle.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. As duties are performed by one employee on a full-time basis, all skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please request Veterans Preference Form.			

EDUCATION/PROFESSIONAL CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

REFERENCES – Please list three professional references.	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISCLAIMER AND SIGNATURE	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

Pre-employment substance screening may be required.

American with Disabilities Act accommodations will be provided upon request.

North County Recreation District is an Equal Opportunity Employer



RELEASE AND WAIVER

Applicant's Name	Date
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Important: Please read carefully and initial each paragraph before signing.

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: _____

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>