

WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Financial Manager / Executive Assistant to Director of Parks
- II. Organization Unit: Administrative Division
- **III.** <u>General Summary:</u> This individual is responsible for overseeing financial operations of the department, i.e., department purchases, payroll, employee training, budgetary planning and assisting Director in other administrative functions.
- IV. Qualifications: High School Diploma; 4-year college degree (preferred); ability to be positive with public; extensive knowledge of OneDrive, Microsoft Word, Excel, PowerPoint, and Outlook; experience with processing payroll and maintaining employee personnel files; good written/oral skills; team player. Must have budgeting experience and extensive knowledge of Excel operations. WCPRD is an equal opportunity employer.
- V. Special Work Conditions: Primarily indoor job; be able to work within tight deadlines; multi-task efficiently.
- VI. <u>Position Wage</u>: This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VII. Employee Classification: Exempt
- VIII. Essential Job Functions:
 - 1. Process all daily purchase orders and enter purchases into budgeting system.
 - 2. Keep organized files of bills to be processed.
 - 3. Complete vendor requests per time frames issued by W.C. Courthouse.
 - 4. Organize and schedule all staff trainings, travel reimbursements and vouchers, and coordinate and schedule all certifications and employee memberships.
 - 5. Process all payroll and payroll auditing on a biweekly schedule and submit to W.C. Courthouse.
 - 6. Maintain all personnel files for all current and past employees with the required information dictated by County policy.
 - 7. Record, maintain, and update all employee vacation/sick time requests.
 - 8. Assist Director with all FMLA state-required documentation, keep track of, and file all new employee paperwork.
 - 9. Provide Director with detailed weekly appropriation status update reports, revenue reports, and utilities reports.
 - 10. Assist Director in coordinating all IT repairs with IT support firm.
 - 11. Responsible for contacting all vendors regarding any billing issues that occur to resolve and communicate to Director.
 - 12. Assist Director and Business Manager with updating Employee Handbook.
 - 13. Assist Director with new employee training and maintaining records.
 - 14. Conduct OSHA training for all employees.
 - 15. Work with Logistics and Supply Coordinator in ordering supplies.
 - 16. Answer office phones, make reservations, and take payments.
 - 17. Complete all assigned trainings.
 - Maintain Pesticide Records for employees: CEU hours, license fees, scheduling of training courses, provide study materials, schedule testing dates.
 - 19. Maintain all records for Operation Pride/l-65; Quarterly submittal to County Treasurer (invoice purchases, vehicle lease, gas diesel/unleaded, and payroll data).
 - 20. Share financial duties of Business Manager (i.e., run/balance GL and Cash Journal reports, deposit checks, and submit paperwork to Courthouse) as needed or assigned by Director.
 - 21. Assist with various special events, office, and administrative functions of department.
 - 22. Complete various executive level projects and duties as assigned by Director.
 - 23. Assist Director with budgeting process, needed documents, and file retention processes.
 - 24. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
 - 25. Complete any other duties as assigned by the Director of WCPRD.
 - 26. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.

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WCPRD Employee Signature	Date	
Witness Signature	Date	
Director WCPRD Signature	 Date	