

BOARDMAN PARK AND RECREATION DISTRICT

Finance Manager

Duration: Annual

Reports To: CEO

FLSA Status: Exempt

Grade: 17

Wage: \$72,390 - \$81,475

Updated: January 27th, 2025

First Review: February 10th, 2025

Summary: Perform the management duties associated with Finance including accounts payable, accounts receivable, preparation and reporting of monthly financials, manage employee compensation, and acts as the board secretary. The below list of essential duties and responsibilities is not an exhaustive list of tasks and duties performed by this position.

Essential Duties and Responsibilities include the following:

- Performs accounting duties which include journal entries and adjustments to general ledger, bank and cash reconciliations, accounts payable, accounts receivable, cash receipts, payroll, and all payroll reports.
- Research difficult accounting and reporting issues, reviews and corrects financial information, and records year-end adjustments.
- Analyzes and coordinates financial policies and procedures, and recommends changes or updates as needed.
- Prepare and oversee the annual budget while prioritizing services, facility and staffing needs, financial sustainability of services, compiling information, analyzing reports, researching information, preparing statistical data, forecasting actual fund expenditures and revenues, making budget projections, providing budgetary guidance to managers, and preparing budget notices.
- Tracks and reports revenue collections and expenditures in relation to budget forecasts.
- Working with board officers, manage the business of the board including establishing meeting schedules, producing/distributing agendas, public notices, meeting minutes, managing public records, and managing Zoom platform for public meetings. Also be able to prepare and present financial reports to board officers.
- Oversee all insurance issues and work closely with agent of record.
- In coordination with the Chief Executive Officer (CEO), manage and report all funds received by federal, state, and local grants and other sources of revenue and/or in-kind services.
- Establishes record keeping systems; prepares, interprets, and analyzes financial reports and statistical information.
- Oversees the annual audit, while working closely with the auditor during audit field work and be the primary contact.
- Responsible for maintaining employee compensation and benefits, assure compliance with state, federal, and local regulations.

- Other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Designs workflows and procedures.
- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Responds promptly and professionally to customer needs; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision.
- Change Management - Communicates and leads change within the district effectively.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; continually works to improve supervisory skills.
- Quality Management - Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves district resources.
- Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds district values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve district goals; Understands organization's strengths & weaknesses.

- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness.
- Quantity - Completes work in timely manner.
- Safety and Security - Observes safety and security procedures; Reports and ensures potentially unsafe conditions are corrected; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions and keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Generates suggestions for improving work.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree Business Management or Public Accounting or related field and 5 years related experience; or a combination of education and experience in related field that demonstrates a capacity to fulfill the requirements of the position.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively in public settings including settings involving staff, board, and/or allied organizations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge and experience with Microsoft Office Suite related software. The individual should also have knowledge and understanding of various accounting software and systems.

Certificates, Licenses, Registrations

Ability to obtain on Oregon driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.