



**Job Title: Director of Finance**  
**Department: Williston Parks & Recreation**  
**Status: Exempt**  
**Starting Salary Range: \$60,000 - \$70,000**

- Adjustments are determined annually by the Executive Director of Parks and Recreation  
**Supervisor: Executive Director**

#### **ESSENTIAL JOB DUTIES**

- Responsible for overall management of the day-to-day operations of the Finance department
- Performs duties in support of the Park District's Accounts Payable and Receivable process
- Oversees the overall management of business and financial operations of the District

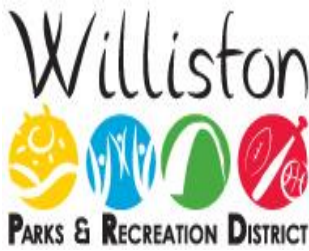
*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

#### **JOB DUTIES/TASKS**

- Direct and oversee the accounting and budget management functions; implement financial policies and procedures
- Supervise the day-to-day operations of staff assisting with financials
- Prepares and prints reports needed to complete daily deposits; balances daily cash receipts; examines receipts for accuracy and completeness; identifies and resolves discrepancies; records receipts and payments and posts to general ledger and subsidiary ledgers utilizing account codes; prepares daily bank deposit, review checks issued and bank balances.
- Processes and posts receipts and credit card batches
- Review and approve 1099 & W-2 reporting for IRS compliance. Maintain vendor W-9 files.
- Prepares quarterly tax reports to send to appropriate locations (State, IRS, etc....)
- Receive invoices, verify accuracy, and match invoices with statements and process for payment
- Assist in the preparation and posting of journal entries, analyze account reconciliations
- Utilizes the accounting system to ensure the accuracy and completeness of data
- Reviews and recommends improvements in the district's accounting and fund structure
- Compile data and prepare a variety of the district's monthly, quarterly, and annual financial reports to ensure accuracy and legal compliance; assist with the maintenance of the district's financial records
- Prepares and reviews supporting schedules for the district's annual audit
- Prepares monthly board packets, to include monthly and annual financial reports
- Assists the Human Resource/Payroll Manager with processes and completes payroll
  - This position will perform Payroll Manager duties during absence of HR/Payroll Manager
- Manage NDIRF and state fire and tornado insurance. Update valuations and process claims.
- Oversee asset listing for audit and insurance purposes.
- Performs other related duties as assigned

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Must have considerable knowledge of governmental accounting, governmental budgeting, governmental auditing, and public relations, principles, procedures, and practices
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Knowledge of Park Districts philosophies and methods for administering parks and recreation programs for a variety of interests and age groups
- Able to work with automated financial systems and software applications and payroll process
- District accounts payable and receivable process
- Customer service and principles and practices
- Must have or able to learn and stay up to date on the following areas:
  - Workforce Safety Rules
  - Federal and State Tax Laws
- Contracts, contents of contracts, requirements and closeout procedures
- Perform related duties as required



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### **SUPERVISORY CONTROLS**

- The Director of Finance, Human Resource/Payroll Manager and District & Finance Support Specialist will work as a team, with the Executive Director, Director of Recreation/Facilities and all WPRD Directors to oversee the financials of the Parks and Recreation District
- The Executive Director assigns work in terms of general instructions

### **GUIDELINES**

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific, but may require some interpretation in application

### **WORKING CONDITIONS**

- Office with computer and printer
- Fast paced environment with multiple programs and facilities running throughout the year
- Work with co-workers, insurance reps, auditors, elected officials, employee family members, vendors, federal and state tax personnel, local bank officials and members of the public
- Position may require some evening, weekend, and holiday work

### **PREFERRED QUALIFICATIONS**

- A bachelor's degree in accounting, finance or related field or;
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the accounting/business field or three to five years of equivalent work experience

### **OTHER QUALIFICATIONS**

- Knowledge of concepts, principles, and practices of public fiscal administration including accounting, budgeting, and reporting.
- Ability to grasp the short- and long-term priorities and develop financial forecasts, systems, processes, and policies to support the achievement of these priorities in a cost-effective manner.
- Ability to communicate professionally with other employees, elected officials, and the public.
- Able to handle a very busy and diverse workload.
- Must be able to practice a high level of confidentiality
- Excellent organizational and computer skills
- Current CPR Certification, or able to obtain within 6 months
- Ability to work weeknights and weekends as needed
- Ability to work with limited supervision
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field
- The knowledge and ability to manage multiple tasks
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation