Job Description

Job Information

Title: Office Manager

Salary: Hours are determined on an annual basis by the Beulah Park District Board.

Hourly rate based on experience

Rate based on a 25 – 30 hour work week

Rate will be discussed during interviewing

Benefits: Excellent benefit package that includes health, retirement, vacation/sick leave. Employee + qualifying family members receive a free membership to the Energy Wellness Center and discount at Beulah Bay Campground.

Supervisor: Beulah Park District – Director

Job Summary

Position will be responsible to maintain accounting, bookkeeping and payroll of the parks and facilities owned by the Beulah Park District (BPD).

Job Duties and Tasks

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.

Essential Functions – Accounting

* Make regular deposits to the banks
* Maintain all government required documentations
* Disburse W-2 reports to employees in January as provided by accountant.
* Fill out quarterly reports, workers compensation information, and all other regulatory information.
* Pay bills, maintain area expenses, and keep a list of bills for Park Board approval.

Essential Functions – Annual Budget

* Prepare the annual budget with the assistant of the Beulah Park District Director for the Beulah Park Board.
* Maintain expenses throughout the year for developing that budget.

Essential Functions – Audit

* Make arrangements to contact an auditing firm to audit the Park District records. This is to be done every year.
* Assist the auditors with providing the requested documents.

Essential Functions – Office Responsibility

“As a representative of the Beulah Park District, it is important to deal with the public in a positive, friendly, and informative manner.

* Listen to complaints, concerns, and positive feedback. Relay information back to the appropriate personnel.
* Assist at the front desk in selling memberships, day passes and scheduling reservations.
* Answer phones and questions regarding the Beulah Park District, Energy Wellness Center and Beulah Bay Campground
* Purchases office supplies and deal with vendors.
* Account for all Park District employees’ vacations and sick leave balance.
* Maintain Park District filing system.
* Schedule and maintain reservations for Riverside Park shelters/Camping sites and Eagles Campground.
* Willing to help out in Fit Fuel Nutrition when needed.

Essential Functions – Park Board

* Attend monthly Park Board meetings (normally first Monday of each month)
* Take meeting notes for Park Board meetings, provide previous months minutes and report monthly finances.
* Other duties as assigned by the Park District Board

Qualifications

* A minimum of one year experience in an Office Administration or Office Managers position.
* QuickBooks experience is not required but preferred
* Worked with Word and Excel
* Valid driver’s license.
* Current certification in CPR/First Aid/AED; or the ability to obtain certifications within 3 months of employment.
* Ability to lift 50 pounds alone or heavier lifting with other employees.
* Able to pass a background test.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.