

## **BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT**

Title: Administrative Division Director

Reports to: Executive Director

Position Status: Full Time

Payroll Status: Salaried

### **JOB SUMMARY**

The Administration Division Director serves as the District's accounting, human resources and finance officer and is responsible for the District's leadership, management and supervision of day-to-day accounting, budget, finance, audit, and reporting as well as human resource, financial planning, and other functions. The position also serves as a member of the District's leadership team. Responsibilities include liaison with the County, State Auditor, and other public agencies, banking and finance resources, vendors, and/or other persons, as well as presenting budgets and financial reports to the Board of Commissioners.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Supervise accounting, administrative support and customer service staff in the District Office.
2. Oversee purchasing and understand and interpret contract and other associated laws.
3. Train and serve as a resource to project managers on purchasing processes and policies.
4. Coordinate and perform day-to-day planning and scheduling for accounting, finance, and other activities, and participate in management team and other meetings and activities.
5. Collect, input, process, and oversee payroll, accounts payable, accounts receivable, and other functions, and be responsible for matters such as benefit accruals and payroll preparations, purchase order and invoice processing, general ledger accounting, and budget reports.
6. Direct and provide financial management services including financial analysis, cash flow planning, investments, liaison with bankers, County and State officials, outside financial officers, bond counsel, and the District's accountants.
7. Direct and provide accounting management services including related administrative functions, internal control, financial reporting and analysis, budgeting, short and long range planning, and be responsible for internal controls, audits, and relations with County and State officials, and the District's accountants.
8. Direct and guide, with the Executive Director, the District's human resource services including matters such as wage and compensation administration, training, employee relations and grievances, recruiting, personnel policies, and compliance programs.
9. Assist with orientation of new staff regarding accounting and human resource procedures, forms, and programs, and serve as resource on day-to-day activities.
10. Direct, lead and develop accounting and finance related systems, procedures and programs, and work with District staff to implement and maintain systems, updates, and priorities.
11. Serve as a resource to the Executive Director, Commissioners, other Division Directors, Department Managers and District staff, and attend Board of Commissioner meetings.

12. Oversee, review, monitor and assist in planning budgets. Implement, and assemble Executive Director District's annual budget; also monitor and prepare forecasts.
12. Write procedures and policies for human resources, purchasing and finance. Oversee Labor and Industries related issues and investigations as well as employee grievances and staff relations issues
13. Participate in Risk Management Committee.
14. Responsible for bond financing.
15. Plan and implement division goals and operations
16. Perform other duties and responsibilities as assigned by supervisor.
17. Act as back up to Executive Director when unavailable.
18. Perform other duties as assigned.

## **QUALIFICATIONS**

- Equivalent to five years progressively responsible accounting and finance professional experience with responsibility for accounting office related functions, automated systems, spreadsheet applications, customer service, problem solving. and communications. Public sector and human resource experience a plus.
- Equivalent to five years of budget management.
- Requires Bachelor's Degree in an accounting related field, or equivalent experience and training supplemented with continuing education workshops.
- Must be bondable.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles as well as the ability to research and implement professional accounting standards and principles.
- Knowledge of Washington State Budgeting Account and Reporting Systems **(BARS)**.
- Knowledge of principles of budget preparation and control.
- Knowledge of accounting, database, and other software including Microsoft applications.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze accounting, financial, and management information.
- Knowledge of and ability to implement trends and practices in finance and administrative organization, management, and professional practices.
- Ability to effectively manage and, when designated, supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise accounting and financial reports.
- Ability to communicate effectively both verbally and in writing.

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking environment. Work is performed in an office and public meeting place environment and requires occasional evening meetings and weekend duties. 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.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit for long period at a time.
- The individual must regularly lift and/or move up to 20 pounds.
- This job includes repetitive keyboarding and working with spreadsheets and programs on a computer screen.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature