



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Business Operations Manager

Reports to: Executive Director
Pay Rate/Status: \$53,196-\$71,814 (FLSA Exempt, salaried, benefited)
Opening date: 9/3/2021
Closing date: 9/24/2021

General statement of duties: Implements, oversees, and evaluates district financial operations, performs day-to-day operational tasks, manages information services contracts and administrative staff; does job-related work as required.

Distinguishing features of the class: The business operations manager oversees, plans, implements and evaluates all financial responsibilities of the district, district-wide purchasing, procurement policies and procedures, district sponsorship program and district grants. Responsible for supervising the work of the customer service specialist and custodian. This position assesses, completes business financial analyses, and makes recommendations to the executive director on district-wide improvements. Work is performed under the direction of the executive director.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

- Manages the day-to-day financial operations of the district, including accounts receivable, accounts payable, payroll and entries into the accounting system (QuickBooks).
- Reconciles the district financials, RecTrac registration software, and various financial records monthly, quarterly and annually in accordance with government financial best practices.
- Responsible for bookkeeping management and recording in accordance with state and federal regulations. Prepares and facilitates the annual financial audit.
- Initiates and facilitates business process improvement initiatives within the district.
- Manages district service contracts with an annual evaluation to ensure contract meets the needs of the district and are in line with local and state procurement/purchasing laws.
- Recommends goals and objectives related to the areas of human resources and risk management, volunteer programs, and information services; assists the executive director in the development and implementation of policies and procedures.
- Develops internal practices and procedures for quality control, which promote sound financial and purchasing practices.
- Assists the executive director in budget preparation, developing timelines, methods, and objectives for the budget process.
- Manages regulatory reporting requirement for the district retirement plan.
- Works with executive to development and implementation of district-wide administrative policies and procedures.
- Develops and manages policies and procedures for assuring that contracts, agreements, and other legal documents are processed, cataloged, filed, and retained to meet operational needs and compliance with Oregon Public Records law.
- Represents the district on regional and state organizations as well as civic and community groups to promote park and recreation services.
- Oversees the front desk and facility operations. This includes hiring, evaluation, and progressive discipline of direct reports.



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DESIRABLE QUALIFICATIONS:

Knowledge: Thorough knowledge of best practices as it relates to local government operations, public finance, budget, and accounting. Considerable knowledge of employee supervision, facility operations, and payroll.

Skills: Effective written and verbal communication skills; advanced skills using Microsoft Suite, QuickBooks, and ADP.

Abilities: Continuously analyze district policies and procedures related to finance, operations, and administration. Interpret and apply laws and regulations pertaining to areas of responsibility; formulate goals, objectives, and programs to address the needs/concerns of the public and/or district employees; establish and maintain an effective working relationship with other employees, department heads, committees, outside agencies, the board of directors, and the general public; prepare clear and concise reports with the ability to brief them to the public/board of directors. Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed.

Physical demands of the position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal protective equipment: Access to nitrile gloves for the administration of first aid, safety goggles, and work gloves as needed per task.

Necessary special requirements: Possession of or ability to obtain current first aid and CPR/AED certificates.

Experience and training: One year of responsible experience in accounting, finance, and governmental operations. Two or more years of management and leadership experience. Bachelor's degree in business administration, finance, or public administration highly preferred. Will consider other degrees of similar concentration. ADP and QuickBooks experience is a must.

ADDITIONAL INFORMATION:

Equal Opportunity Employer