



**NORTH CLACKAMAS**  
PARKS & RECREATION DISTRICT

## **FINANCIAL OPERATIONS MANAGER**

**\$77,471 - \$104,586**

*Plus Excellent Benefits*

Apply by  
**January 3, 2018**

**Apply at [www.clackamas.us/des/](http://www.clackamas.us/des/)**



## The District

North Clackamas Parks and Recreation District (NCPRD) is a service district of Clackamas County dedicated to providing exceptional parks and recreation programs, facilities and services. Voters approved the formation of the District in 1990 because they saw the need for greater parks and recreation services in the north end of the county. The District serves more than 100,000 residents, including the City of Milwaukie and a large area of unincorporated Clackamas County.

The District offers more than 39 parks, 25 natural areas, 15 miles of trails including the 6-mile Trolley Trail, Mount Talbert Nature Park and three facilities: Hood View Sports Complex, the North Clackamas Aquatic Park and the Milwaukie Center.



of District financial reports, budgets, and forecasts. We are looking for someone with a proven track record of maintaining a positive, team oriented work environment. The successful candidate will be able to positively contribute to the overall management of NCPRD and will be a part of the executive management team. This leader will help develop employees by promoting training, education, mentoring and learning.



## Ideal Candidate

The ideal candidate will have a thorough knowledge of principles, practices, procedures, and techniques of accounting, budgeting, grant administration, cash management, cost allocation and auditing, as well as purchasing and internal controls, and financial investments. The ideal candidate will have strong leadership and organizational skills, as well as excellent communication skills. He or she will be able to demonstrate leadership, creativity, big picture thinking, flexibility, and a strong ability to accomplish work using a variety of staff expertise and stakeholder coordination. The ideal candidate will have excellent interpersonal skills and a proven ability to collaborate with staff members, elected officials, government agencies and business interests.

## The Position

NCPRD is seeking an individual experienced in supervision and management of accounting operations and staff to oversee the planning, organizing, management, and direction of the financial, budget, and accounting operations for the district as the Business Operations Manager. The Business Operations Manager will oversee the financial operations of the District to achieve established goals within budgeted funds and available personnel. The incumbent will organize, plan, implement, and monitor the day-to-day, short-term, and long-term financial affairs for NCPRD. They will do so by performing a wide range of professional accounting and financial reporting duties in connection with NCPRD financial accounting and reporting functions. Work will include complex financial and budgetary analysis, reviews, reconciliations, and research in support of the development, preparation, and analysis



## Description of Duties

- Prepare and present annual budget; compile and analyze data relative to personnel, operating, capital and/or other costs, trends or other pertinent information.
- Manage the preparation of the Comprehensive Annual Financial Report; draft MD&A and Letter of Transmittal, assist external auditor with annual audit.
- Prepare and oversee financial records and accounting of System Development Charges and the SDC program, including methodology and ordinance.
- Prepare and analyze financial statements for staff and Director as needed and regularly attend Board meetings to present financial data and support staff.
- Supervise employees, including an Accountant 1 and Accountant 2 position as well as an Accounting Intern; assign and review work, evaluate performance, train, take necessary disciplinary action and make hiring and termination decisions.
- Analyze and evaluate financial data; review and approve general ledger reconciliations, maintain



- general ledgers; monitor cash flow; recommend procedures and changes to improve effectiveness.
- Assist in preparation and administration of the District's annual and supplemental budgets; provide technical advice to budget administrators for each division; advise on the propriety of expenditures; ensure compliance with Oregon budget law.
- Serve as liaison to the NCPRD Budget Committee; oversee selection and appointment process of Budget Committee members.
- Analyze data and prepare/oversee preparation of detailed financial reporting including monthly and quarterly financial reports and a five-year forecast for staff as needed. Provide professional training and assistance to divisions in a variety of financial management areas.
- Manage accounts payable functions including record keeping and reporting; maintain payable subsidiary ledger; review, reconcile and ensure compliance with legal requirements and professional standards.
- Provide management and oversight of District fixed assets and property inventory, annual depreciation and asset listing reports; document non-financial fixed asset transactions.
- Act as a liaison to HR on personnel-related issues; Manage union contracts and potentially represent management in contract negotiations.
- Provide management and oversight of the District's Risk Management program; act as liaison to the County's Risk Management Division.
- Oversee and provide analysis regarding issuance of District bonds or debt.

## Required Qualifications/Transferrable Skills:\*

- Demonstrated experience of at least 5 years in the preparation and analysis of financial statements and the development and administration of annual and supplemental budgets.
- Effective verbal and written communication skills with employees and the public
- Ability to maintain composure with difficult customers; handle a wide range of situations and circumstances effectively, positively and professionally
- Ability to establish and maintain effective working relationships with County employees and the public; provide internal and external customer service; provide technical assistance to District divisions and outside vendors.
- Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation.



## Compensation & Benefits

- \$ 77,471.30 - \$ 104,586.13
- Oregon PERS retirement contributions
- Medical, vision and dental insurance
- Flexible spending accounts
- County-paid life insurance
- County-paid disability insurance
- 10 paid holidays per year
- 3-4 Vacation weeks per year
- 12 Sick leave days per year

## Preferred Qualifications/Transferrable Skills:\*

- Experience supervising, training, and writing performance evaluations of staff
- Experience interpreting and implementing federal laws and regulations
- Experience in accounting and finance in a governmental or non-profit agency or in an agency receiving Federal and/or State grants
- Supervisory experience in managing accounts payable and receivable
- Advanced skills with Microsoft Office Suite
- Demonstrated knowledge of GAAP, GASB 34, along with OMB Circulars A-87 and A-133 requirements and procedures
- Certification as a Public Accountant (CPA) and/or major course work in accounting, finance or related field from a college/university



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\*For Veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the open-ended question at the end of the application and explain how those skills and/or qualifications relate to this position.