

HOW TO APPLY

Submit a District Application and
Resume to:
District Office
Carmichael Rec & Park District
5750 Grant Avenue
Carmichael, CA 95608-3744

Applications may also be downloaded
at our website:
www.carmichaelpark.com

The application deadline is:
September 29, 2017

The most qualified applicants meeting
the minimum qualifications will be
further considered to continue in the
recruitment process.

Candidates will be subject to
computer skills test, interview, and
reference checks, including DOJ
fingerprint screening.
Successful candidate will be subject
to pre-employment physical
examination and drug screen
performed at the District's expense.
Failure on any part of the selection
process will result in disqualification
and exclusion.

SALARY & BENEFITS

- Salary: \$39,998 - \$48,625
- Holidays: 15 paid holidays per year
- Paid Administrative Leave
- Paid Vacation
- Paid Sick leave
- Retirement: Sacramento County Employee's Retirement System and Federal Social Security System.
- Health insurance: District paid premium for employee and dependent coverage through the Sacramento County Employee Benefit Programs (Kaiser/Sutter/WHA)
- Dental insurance: District paid premium for employee & dependent coverage (Delta Dental).
- Vision: District paid vision for employee & dependent coverage through VSP; exception Kaiser, included in health plan.
- Life insurance: The District paid premium for basic plan coverage for employee and dependents. Optional coverage available at the employee's expense. (Prudential)
- Deferred compensation: A 457 Plan is available at the employee's option and expense.

EMPLOYMENT OPPORTUNITY

**FINANCE
SUPERVISOR**
DISTRICT OFFICE
30 HOURS PER WEEK



District Office
5750 Grant Avenue
Carmichael CA 95608-3779
Phone: (916) 485-5322
Fax: (916) 485-0805
www.carmichaelpark.com



Mission: Satisfy the recreation needs of the community by providing a wide range of facilities and opportunities to enrich the quality of life.

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established October 29, 1945, located 15 miles northeast of Sacramento. The District population is approximately 52,000 and has a budget of approximately \$5.5 million for Fiscal Year 2017/2018. There are 13 park sites with a total of 178 acres, including 11 developed parks, a large community center located at a former high school, a botanical garden that is 58 years old, and a 17 acre nature area.

Creative solutions are being developed to address major repair and renovations needed throughout the District.

THE POSITION

Under the supervision of the Administrative Services Manager supervises the Finance and Human Resource functions of the District.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Supervises the finance and human resource functions of the District.
- Ensures that financial transactions are processed, reported and records of all revenues and expenditures are properly maintained.
- Supervises the maintenance of accounts payable and receivable records and reports.
- Supervises the payroll process & maintains all related records, including insurance programs, retirement programs, related fringe benefits, and worker's compensation program.
- Reviews wage reports and other payroll data for related reporting requirements.
- Maintains capital improvement and district inventory record and related reporting.
- Prepares schedules for annual audit(s) with auditors and other agencies as appropriate.
- Compose routine correspondence and prepare a variety of reports including statistical reports.
- May assist in contract and lease review upon request of other managers.
- May attend Advisory Board and other meetings.
- Requires regular, predictable attendance.
- Other related duties may also be performed.

KNOWLEDGE OF

- Principle of public administration, principle of organization and administrative management.
- Principles and procedure of budgetary preparation and control
- Principles, methods, and techniques involved in conducting administrative and management studies.

- Statistical methods, analyzing practices, methods, and procedures.
- Knowledge of Municipal/ Governmental accounting, practices and procedures.

SKILL IN

- Advance use of computers
- Staff supervision.

ABILITY TO

- Review and analyze administrative, management and financial reports and data.
- Compile data, prepare reports, and make recommendations. Prepare questionnaires and interview effectively.
- Analyze situations and adopt an effective course of action. Communicate clearly, concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE/EDUCATION

- Graduation from high school and business college or two (2) years experience, or an equivalent combination and experience.

SPECIAL QUALIFICATIONS

- Possession of a valid California Drivers License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.