

# CARMICHAEL RECREATION & PARK DISTRICT



CRPD IS HIRING!

## FINANCE SECTION MANAGER

### THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established in 1945, located 15 miles NE of Sacramento. The District population is 42,400+ and has a budget of approx. \$6.5+ million for Fiscal Year 24-25. There are 13 parks, total of 178 acres, including 11 developed parks, a large community center, a botanical garden, community garden, and a 17 acre nature area. The District recently passed a Bond Measure which will provide over \$30 million in funding for park and facility improvements.

### THE POSITION

Under the supervision of the District Administrator, the Finance Section Manager will provide leadership and oversight in financial operations. The successful candidate will supervise the Finance Technician and other staff in the Finance Section, lead budgeting processes, manage assets, coordinate audits, and ensure compliance with financial regulations. This position requires a proactive and detail-oriented professional with strong background in finance and management. The Finance Section Manager assists the District administrator as required and may act on behalf of the District Administrator in their absence.

### QUALIFICATIONS

Highly qualified candidates will exhibit the below qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, a related field, or equivalent experience. Qualifying experience may be substituted for the required education on a year-for-year basis.
- Minimum two (2) years of experience in financial management roles.
- Strong leadership and supervisory skills.
- Knowledge of budgeting, financial reporting, and auditing processes.
- Familiarity with relevant laws, regulations, and compliance standards.
- Ability to adjust to rapidly shifting priorities and timelines.



# CRPD - FINANCE SECTION MANAGER

## ESSENTIAL DUTIES

- Supervise and provide leadership to the Finance Technician and other staff in the Finance Section, ensuring efficient and effective performance.
- Prepare and manage budgets, including Capital Improvement Program (CIP) funding.
- Oversee the financial aspects of bond issuance, including financial and disclosure reporting.
- Develop, maintain, and coordinate the annual year-end closing schedules, processes, and activities.
- Lead the organization through independent, county, and state audits, including addressing audit findings.
- Manage Asset Under Construction (AUC) and create necessary forms.
- Coordinate and manage the purchasing process and oversee inventory management.
- Provide oversight and reconcile accounts payable, accounts receivable, and CIP to COMPASS.
- Generate budget and miscellaneous reports for the Advisory Board, County and miscellaneous organizations.
- Prepare and manage contracts, leases, Facility Use Agreements (FUAs) , and service agreements.
- Manage property and liability program lines of insurance coverage. Review insurance policies and update waivers as needed.
- Conduct fund management, including reports and transfers.
- Manage and oversee the Procurement Card program.
- Attend Advisory Board and other meetings.
- Serve a Treasurer liaison for the Parks Foundation.
- Other responsibilities as may be appropriate for the role.

## SALARY & BENEFITS

New employees generally start at the beginning of the pay scale. There is a one year probationary period, and most employees receive a step increase (5%) each year following. When budgets permit, CRPD also adds a COLA adjustment each July to all employees. Please note that this position is in person at our District Office. Employees of CRPD may qualify for hybrid work after 18 months of employment.

COMPENSATION: \$40.62 - \$49.38 Hourly DOE

HOLIDAYS: 14 paid holidays per year plus 1 personal day.

PAID VACATION: 12 days per year; increases based on years of service.

ADMINISTRATIVE LEAVE: 40 hours per year.

PAID SICK LEAVE: 120 hours per year.

HEALTH/DENTAL/VISION PLAN INSURANCE: District provides fully paid premiums for employee and family for Medical (HDHP), Dental, and Vision plans.

EMPLOYEE ASSISTANCE PROGRAM (EAP): Provided through CAPRI/Aetna.

RETIREMENT: Sacramento County Employee's Retirement System (includes reciprocity for employees with CalPERS) and Federal Social Security System.

LIFE INSURANCE: The District paid premium for basic plan coverage for employee & dependents. Optional coverage available at the employee's expense.

DEFERRED COMPENSATION: A 457 Plan is available for employees through Nationwide. District provides matching funds with amount determined each fiscal year.

## HOW TO APPLY

Submit a District Application and resume to:  
District Office Located at Carmichael Park  
5750 Grant Avenue  
Carmichael, CA 95608-3744  
OR Email [HR@carmichaelpark.com](mailto:HR@carmichaelpark.com)

**APPLICATION DEADLINE: 01/10/2025**

## View and download application at [www.carmichaelpark.com](http://www.carmichaelpark.com)

The most qualified applicants meeting the minimum qualifications will be further considered to continue in the recruitment process. Candidates will be subject to interview and reference checks, including DOJ fingerprint screening. Successful candidate will be subject to a post-offer 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.