



## **Sisters Park and Recreation District Job Description**

**Job Title:** FRONT OFFICE COORDINATOR  
**Department:** Administration  
**Reports To:** Business Manager  
**Status:** Non Exempt, Part Time (24 hours/week)  
(The position may increase to fulltime in the future)

**Job Purpose:** Oversee front office operations. Process employee payroll, accounts payable and accounts receivable. Provide bookkeeping administrative support to Business Manager. Manage program registration process, manage program registration software and participant data base. Serve as front desk receptionist to answer phones and assist patrons by providing excellent customer service.

### **Duties & Responsibilities:**

- Oversee general operation of reception and registration services.
- Oversee and maintain the program registration process: data base and computer program; coordinate registration information with program managers.
- Maintain computerized financial software Quickbooks Pro, with coordination of MS-Office suite applications. Develop and maintain financial spreadsheets. Research and compile financial data related to specific projects or other assignments.
- Perform various administrative duties, data entry, filing, spreadsheets, photocopying, etc.
- Prepare monthly payroll through ADP. Process timesheets and produce monthly payroll spreadsheets. Produce all related reports and maintain all related records. In conjunction with ADP, follow all applicable wage and hour laws and FLSA requirements.
- Monitor and review the procession and billing of Accounts Payable: Issue and process purchase orders; process requisitions and contracts for payment; examine documentation to verify that proper accounting policies and procedures have been followed; assign and monitor account numbers and project codes, if necessary or required. Process invoices for payment and produce checks for vendors using computerized accounting system. Maintain all related records.
- Review daily cash transactions and prepare bank deposits. Perform other bank related transactions.
- Annually review and process 1099's for independent contractors.
- Assistant to Business Manager. Handle mail, telephone calls, correspondence and appointments.
- Monitor office supplies, order as needed or requested.
- Maintain office equipment.
- Maintain office records.
- Organize office operations and procedures.
- Assist staff with program marketing projects to include preparation of flyers, brochures, newsletters, website information, news releases etc.
- Perform other job related duties as assigned.

### **Supervisory Responsibility:**

Supervise office volunteers.

### **Knowledge, Skills and Abilities:**

- Extensive knowledge of various business processes including: payroll, accounts payable and receivable, customer service, and bookkeeping. Good working knowledge of generally accepted accounting practices.

- Proficiency in computerized accounting, word-processing and spreadsheets.
- Excellent oral and written communication skills (including spelling, grammar and punctuation), and good public speaking skills. Ability to format professional looking documents.
- Ability to use independent judgment and meet deadlines.
- Exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff and the general public including excellent customer service skills.
- High level and accuracy in preparing and entering information.
- Analytical decision making and problem solving skills.
- Attention to detail.
- Effective organization and time management skills.
- High level computer skills including: word processing, email, excel spreadsheets, Quick Books Pro, ADP Payroll processing and ability to learn program registration software.
- Program marketing experience in the following areas: website information, flyers, brochures, newsletters, news releases etc.

**Qualifications:**

Formal training in business writing, executive secretarial skills, bookkeeping, and computer applications. Experience in payroll processing and reporting. Extensive customer service experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and ability to perform the above described duties.

**Working Conditions:**

Work is performed in a busy office environment with frequent interruptions. There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues. Due to the nature of a small office and staff, teamwork and flexibility are essential as is a willingness to help with all necessary tasks.

Sisters Park and Recreation District is an equal opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, mental or physical ability.