

Office Manager – Responsibilities (25 hrs/week)



Treasurer Role

Weekly

- Sign and deposit checks
- Pay invoices and accounts
- Check mail (Post Office / Park District Office)
- Check email regularly

Bi-Weekly

- Pay Employees
- Maintain and submit payroll paperwork and wages

Monthly

- Provide financial reports for meetings
- Attend regularly scheduled monthly meetings
- Run reports monthly in QuickBooks and attend Board meetings to summarize
- Monthly reconciliations in QuickBooks

Annually

- Work on developing and executing annual budget
- Workers compensation annual audit and reports
- Federal and State filings including but not limited to: form 1099s, tax levy, annual financial report.

As Needed

- Attend special meetings as specified by Board
- Assist with Bonds
- Assist with audits
- Maintain boards records and archives (online and in office)
- Ensure Board has necessary paperwork on file
- Ensure and coordinate financial oversight and health for the board
- Keep current on payroll laws
- Maintain QuickBooks with current information from all areas of the park district (including pool)
- Other duties as assigned by the Board

Secretary Role

Weekly

- Check email regularly
- Check mail (Post Office / Park District Office)

Monthly

- Post scheduled meeting agendas at the Park District Office, Meeting Location, and Website 48 hours beforehand
- Attend regularly scheduled monthly meetings to record meeting minutes
- Record/Document meeting minutes, distribute for review/approval
- Post Meeting Minutes on the website

Semi Annually

- Schedule a review of executive session minutes at February and August meeting for consideration of release

Annually

- Review / Update / Distribute Board Contact information
- Set board meeting dates for the year for consideration in December meeting
 - Make necessary facility reservations
 - Publish to website

As Needed

- Post Special Meeting agendas at the Park District Office, Meeting Location and Website 48 hours beforehand
- Attend special meetings to record meeting minutes as specified by Board
- Record / Document meeting minutes, distribute for review / approval
- Post Meeting minutes on the website
- Complete OMA and FOIA officer training. Submit certificate of completion to the Park Board.
- Keep track of all FOIA requests
- File documents with Woodford County Courthouse
- Other duties as assigned by the Board
- Serve as election official

Expectations

- Proficiency with Microsoft Office 365
- Proficiency with Google Docs/Sheets
- Proficiency with Quickbooks