

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCIAL COORDINATOR - PARKS

General Summary: Under the supervision of the Director of Parks, oversees the department's budget and financial reporting processes. Participates in the planning and decision-making process for the department's finances. Estimates costs, benefits and feasibility for proposed policies and programs. Oversees the collection, deposit and transmittal of park and zoo revenue. With management, defines and oversees cash management procedures. Serves as the Secretary/Treasurer and Staff Liaison to the Friends of Ingham County Parks. Designs, writes and edits newsletters, brochures, and surveys.

Essential Functions:

1. Develops and prepares the annual report for the Board of Commissioners as well as monthly financial reports for operating funds, enterprise funds and capital improvement funds.
2. Manages the department's budget process. Prepares the department's budget and monitors expenditures. Advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources.
3. Prepares journal entries to adjust the general ledger as needed.
4. Oversees posting of all monies received by the Parks Department and Potter Park Zoo, including reservation, registration & park activity fees, grant reimbursements, and other revenue.
5. Prepares grant reimbursement and resolves any reimbursement issues.
6. Processes purchase orders as required.
7. Oversees the receipting, coding and balancing of tickets and monies collected for park and zoo activities. Balances depository cash accounts, departmental checking accounts and transmits revenue to the County Treasurer.
8. Responsible for maintaining fixed asset and leasehold improvement records.
9. Designs, writes, and edits the bi-annual Departmental newsletter.
10. Designs and implements various inventory systems and survey procedures to evaluate quality control.
11. Serves as Secretary/Treasurer and staff liaison to the "Friends of Ingham County Parks" non-profit corporation. Writes grant applications, prepares annual federal tax returns & annual reports, and provides advice for projects, fundraising, marketing materials and other organizational needs.

12. Provides fiscal and statistical analysis as needed.
13. Supervises interns and recommends actions regarding hiring and performance issues.
14. Assumes duties of the Office Coordinator in their absence.

Other Functions

1. Other duties as required.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: Associate's Degree in Accounting, Business or Public Administration or a related field. Bachelor Degree preferred.

Experience: 1-2 years of substantial experience in accounting, budgeting and financial analysis. Experience with non-profit accounting and fundraising is strongly preferred. Working knowledge of desk top publishing and graphic design preferred.

Other Requirements: None listed

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

- Ability to access departmental files.
- Ability to enter and retrieve information from computer.
- Ability to access various locations of the parks.
- Ability to lift and move boxes of supplies weighing up to 40 lbs.

Working Conditions:

Typically works in office conditions but attends events at parks and other sites.