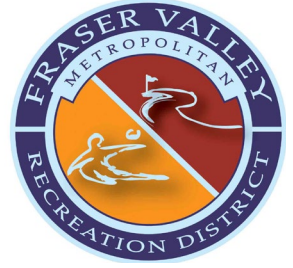


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Accounting & Administrative Specialist
CLASS: Part Time
PAY TYPE: Non-Exempt
PAY GRADE: 100
PAY RANGE: \$20.00 - \$31.00 per hour
SUPERVISOR: Associate Director/Finance

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Provide support to the Administration Department in the areas of accounts payable, accounts receivables, financial and compliance reporting, policy development, special projects, and other accounting and administrative tasks.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Provide assistance to Associate Director/Finance in creating and managing accounting and financial policies, systems and controls.
- Assist in maintaining the organization's compliance in relation to any regulatory concerns.
- Assist Designated Election Official (DEO) with District elections.
- Assist in the preparation of department and organization budgets.
- Assist in preparing supporting documents for the annual audit and the annual budget process.
- Assist with the development of an agency Resource Allocation and Cost Recovery system.
- Assist with implementing and maintaining a new Workflow System to ensure accurate management of District financial documents.
- Help maintain the accounts payable invoice system, verify accuracy, and coding of invoices received.
- Process electronic payments and maintain accounts payable files.
- Reconcile vendor statements, research and resolve discrepancies, and respond to vendor inquiries.
- Serve as backup for all accounting procedures, as well as HR and payroll functions.
- Assist in the maintenance of the About Us section of the FVMRD website.
- Provide specific support on special projects including grant development & administration, agency planning, and Board presentations.
- Assist in maintaining operational procedures manual to ensure accuracy and consistency.
- Provide accounting support to the Treasurer of the Fraser Valley Recreation Foundation and attend regularly scheduled meetings.
- Assure discreet handling of all business matters.
- Perform other administrative and accounting tasks, office management tasks, and related duties as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows based computer operating systems, MS office and database management.
- Strong math skills and analytical aptitude with excellent attention to detail and accuracy.
- Ability to establish and maintain an effective working relationship with staff members, board members, patrons, and the public.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.

- Ability to organize and maintain a wide variety of files, records and reports.
- Ability to prioritize and handle multiple projects, analyze situations, and adopt effective courses of action.
- General knowledge of computer IT systems, phone systems, and office equipment.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Ability to work scheduled and non-scheduled overtime, including evenings, weekends, and holidays if necessary.

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor or Associates degree in Accounting, Business Administration or related field preferred; or similar education/relevant certifications or work experience.
- High school diploma or G.E.D. equivalent required.
- Two or more years of professional accounting or administrative work experience preferred.
- A combination of education and experience may be considered.
- Experience with Government Agencies or Special Districts preferred.
- Experience with QuickBooks preferred.
- Experience with workflow systems preferred, but not required.

Work Environment: Work is performed in an office setting and may include periods of high activity. The noise level in the work environment is typically quiet in the office, and moderate to loud in the facility.

Physical Requirements: While performing the duties of this position the employee is frequently required to walk, stand, sit, talk, hear, and see. Occasional lifting of 20 pounds or greater is required.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date