

Bellbrook Sugarcreek Park District

Job Title: Finance & Administrative Specialist	Employment Status: Full-time
Revision Date: September 2026	Fair Labor Standards Act (FLSA): Non Exempt

Position Overview

Reporting to the Executive Director, the Financial & Administrative Specialist provides financial, administrative, and organizational support for the operations of the Bellbrook Sugarcreek Park District. This position is responsible for day-to-day financial administration, payroll, purchasing documentation, and related records while supporting District leadership and departments with budgeting, projects, grants, bids, communications, and general administrative needs.

Essential Functions

Financial & Fiscal Administration

- Assists with preparation and administration of the annual budget and works with District leadership and department managers to monitor revenues, expenditures, and capital needs.
- Maintains financial records and processes invoices, purchase orders, payments, receipts, reimbursements, deposits, and other financial transactions.
- Prepares routine financial reports and maintains supporting documentation in accordance with District policies and applicable requirements.
- Provides financial information and documentation for audits and assists with implementation of approved audit recommendations.

Payroll & Administrative Support

- Prepares and processes payroll, related reporting and remittances, and maintains payroll and personnel records.
- Provides administrative support to the Executive Director and assists department managers with financial and organizational needs.
- Assists with preparation of Board agendas, reports, resolutions, correspondence, policies, forms, and other administrative documents.
- Maintains organized District records and assists with records retention, public records, and general document management.

Purchasing, Grants & Project Support

- Provides administrative support for purchasing, contracts, bids, requests for proposals or qualifications, and other procurement activities.
- Maintains vendor documentation and assists with quotes, insurance certificates, tax forms, contracts, bid records, and related purchasing files.
- Assists with grant applications, budgets, reimbursement requests, reporting, financial tracking, and closeout documentation.
- Provides administrative and financial support for capital projects, maintenance projects, programs, and other District initiatives.

Organizational, Communications & Technology Support

- Works collaboratively with all departments to improve administrative processes, maintain consistent documentation, and support District operations.
- Assists with website updates, social media, and other communications that promote the Park District's mission, programs, projects, and community initiatives.
- Assists with special projects, research, community partnerships, and organizational initiatives as assigned.
- Provides basic support for office technology, software accounts, subscriptions, equipment records, and routine technology needs and coordinates with outside technology providers when necessary.
- Represents the Park District professionally when working with employees, residents, vendors, partner organizations, and governmental agencies.

Knowledge, Skills & Abilities

- Knowledge of governmental accounting, budgeting, payroll, and general financial administration.
- Strong organizational skills, attention to detail, and ability to maintain accurate and confidential records.
- Strong written, verbal, and interpersonal communication skills.
- Ability to manage multiple priorities and work effectively with employees, Board members, vendors, governmental agencies, community organizations, and the public.
- Proficiency with Microsoft Office applications and ability to learn financial, payroll, document management, website, and other software utilized by the Park District.

Qualifications

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field preferred.
- Relevant experience in financial administration, accounting, payroll, budgeting, office administration, or public sector operations.
- Experience with governmental accounting, purchasing, grants, or public administration is preferred.
- Equivalent combinations of education, training, and relevant experience may be considered.

Special Conditions

- A valid State of Ohio driver's license is a condition of initial and continued employment in this position.
- Must be able to attend occasional evening meetings or other Park District activities as required.
- Cover letters are encouraged with each application.

NOTE: This job description is not intended to be all inclusive. The employee may perform other related duties as necessary to meet the ongoing needs of the organization.