

Ponchatoula Area Recreation District No. 1

Business Office Supervisor / Executive Secretary

The Business Office Supervisor is responsible for the overall daily activities and administrative support to ensure that services are provided in an effective and efficient manner.

Business Office Supervisor Duties include but are not limited to the following:

1. Handles Accounts Payable and Receivable in QuickBooks Online.
2. Responsible for deposits and bank reconciliations in QuickBooks Online.
3. Receive and process tax checks.
4. Monitor and reconcile bank accounts.
5. Handles Business Sponsorships
6. Prepare confidential and sensitive documents.
7. Prepare annual budgets and budgetary amendments.
8. Work closely with auditors in preparing financial reports and producing requested documents.
9. Relay directives to executives.
10. Maintain hard copy and electronic filing system.
11. Perform annual evaluations for office staff.
12. Assists with interviews and onboarding of all new hires.
13. Assists with employee relations counseling and/or concerns.
14. Maintains compliance with federal and state regulations concerning employment.
15. Other tasks as directed by the park manager.

Executive Secretary Duties include but are not limited to the following:

1. Provide administrative and clerical support to the Board of Commissioners.
2. Prepare financial reports, agenda, record, and type minutes for meetings.
3. Attend monthly board meetings.
4. Schedule meetings for the board.
5. Prepare confidential and sensitive documents.
6. Other tasks as directed by the board chairman.

Requirements:

1. 1-2 years' experience in working with QuickBooks Online.
2. 10 years' experience in accounting or office management. Can substitute 4-year degree for 4 years work experience.
3. High School Diploma or Equivalent
4. Governmental accounting experience preferred.
5. Must be flexible on hours.
6. Must be able to deal with confidential and sensitive information.
7. Ability to communicate with all levels of personnel
8. Must be detail-oriented