

CITY OF LIBERTY  
Seasonal/Temporary Job Description

JOB TITLE: Parks Finance Assistant  
REPORTS TO: Assistant Director of Parks and Recreation  
DEPARTMENT: Parks & Recreation  
PROGRAM: Administrative support for the Parks and Recreation Department.

JOB SUMMARY

Provide assistance to the Assistant Director and Office Supervisor.

JOB SCOPE

During scheduled hours, perform a full range of clerical responsibilities in support of assigned department; to register patrons for programs and activities; and to provide general support and assistance to supervisors

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Complete the necessary cash deposits for Fountain Bluff Sports Complex following the process established by the Finance Department.
2. Complete monthly/quarterly invoices and reports.
3. Complete with Community Center deposits in the absence of the Office Supervisor.
4. Reconcile league, tournament and theater tickets sales against AS400 or RecWare per auditing requirements.
5. Assist with payroll procedures on a bimonthly schedule.
6. Assist with meeting room rental questions in the absence of the Assistant Director.
6. Assist in registering patrons for programs and activities. Receive payments from customers during periods of high enrollment.
7. Provide general clerical support for supervisor, program, and management staff including entering a variety of data and information using Word.
8. Operate a variety of office equipment including copiers, facsimile machines and computers.
9. Other duties as assigned.

OTHER ASPECTS OF THE JOB

Basic mathematics.  
City and departmental policies and procedures.  
English usage, spelling, grammar, and punctuation.

Modern office procedures, methods, and equipment including computers and associated equipment.