

	South Whidbey Parks & Recreation District 5495 Maxwellton Rd. Langley, WA 98260 360-221-5484 Employment Opportunity Business Manager
---	---

Annual Salary Range \$81,904 - \$106,866 annual range
(Position typically starts at first step of pay scale)

Benefits: This position is in Grade 12 of the District's Step-in-Grade Salary Scale.
WA State Department of Retirement Systems with Employer contributions,
Medical & Dental Insurance, Vacation & Sick Leave, AD&D, LTD, Life

Status: Full-time/Exempt

Work Week: Varies

Posted: August 24, 2026

Closed: First review of applications September 21, 2026. Job open until filled.

NATURE OF WORK

This employee will be part of the District's Leadership Team and will be responsible for performing a variety of duties related to the business operations of the District including but not limited to accounting, financial reporting, budgeting, payroll, vendor payments, cash receipting and program registration.

ESSENTIAL FUNCTIONS

- Prepares and maintains financial records, reports, and files according to state and local laws and District policy.
- Reconciles monthly financial reports from the Island County Treasurer on six funds with the District accounting records.
- Financial Reporting: Prepares comprehensive financial reports for the District Board, detailing revenue and expenditure trends, budget analysis, and fund balances. Works with Accountant to provide annual financial statements as required by the Washington State Auditor's Office. Serves as audit liaison for 2-year financial audits every two years.
- Prepares monthly investment documents for submission to the Island County Treasurer.
- Accounting Oversight: Manages the district's accounting functions, including maintaining accurate financial records, reconciling bank statements, cash receipts, and credit card transactions, and performing internal controls.
- Posts receipts to accounting program and prepares weekly bank deposits. Manages petty cash fund.
- Budget Compliance: Develop and manage the taxing district's annual budget, including forecasting revenue, allocating funds for expenditures, and monitoring spending against budget projections. Prepares budget documents for District Board review and adoption.
- Accounts Payable: Creates vouchers for vendor payments and provides detailed listing of all expenditures monthly to the Board of Commissioners.

- Compliance: Ensures the district is compliant with all state, federal and local tax laws, regulations, and reporting requirements, to include grants and bonds.
- Strategic Planning: Participate in the development of the district's long-term financial strategy, including identifying potential revenue sources and managing capital projects.
- Collaborates with Human Resources Manager for aspects of onboarding and administration of benefits.
- Preparation and record keeping of semi-monthly payroll, including preparation of related quarterly reports and tax payments, and preparation of W-2 forms and filing.
- Prepares quarterly sales and business tax reports to the Department of Revenue.
- Coordinates with the Director and County Assessor for the collection of taxes for District maintenance and operations, capital projects, and loan and bond payments.
- Maintains and enters programs and registrations in the registration management program. Reconciles program registrations with payments.
- Maintains independent contractor files and the small works roster. Preparation of 1099 forms.
- Attends monthly Board meetings and prepares Board meeting minutes.
- Updates facility schedules, calendars and District website.
- Provides administrative support and customer service as needed.
- Other duties as assigned.

ABILITIES & SKILLS

- Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- Experience with Microsoft Word and Excel, accounting software, registration software and WordPress.
- Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports and documents.
- Understanding of local property tax laws and regulations.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a professional manner.
- Effectively communicate with others for purposes of gathering and relating information.
- Understand the need for maintaining confidentiality of sensitive information.
- Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

DESIRED EDUCATION AND/OR EXPERIENCE

- AA degree or higher, preferably in Accounting or Business Management, or related experience.
- Minimum of three years of progressively responsible experience in accounting and general office work, preferably in a government setting.
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

- Valid Washington State Driver's License required.
- Must be bondable.
- Have or ability to obtain Notary Public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position works primarily from the District office. However, work is occasionally performed outside the office. Ability to work an occasional flexible schedule is required.

SUPERVISION

The position reports to the District Deputy Director. Position supervises Administrative Assistant(s) and provides leadership over the front desk.

Applications are available at the District Headquarters Building located at 5476 Maxwelton Rd., Room C-2, Langley, WA 98260 or on-line at www.swparks.org.

Applications will be accepted in person, by mail to 5495 Maxwelton Rd, Langley, WA 98260, or by email to office@swparks.org Position is open until filled.