



NOTICE OF JOB OPENING

Department Name	Monroe County Parks & Recreation
Position Title	Office Manager
Qualifications	<ul style="list-style-type: none"> • Be at least 18 years old. • Pass a criminal background check. • Associate's Degree in accounting, computer, parks & recreation, government, business, fine arts, or related field or equivalent combination of education & experience. • Competent computer & mathematical skills. • Upbeat personality and gets along with others. • Enjoys working with the public and is a patient person.
Core Duties	<ul style="list-style-type: none"> • Manages customer service relations. • Processes daily financial transactions & petty cash flow. • Processes website & in-person program & rental reservations. • General bookkeeping & office operations. • Assist in payroll, claim process, & Park Board minutes. • Performs duties of Financial Manager in her/his absence.
Salary & Hours	<p>2024: \$41,624 per year (\$22.87 per hour) with pay increases with years of service. COMOT C.</p> <p>Monday-Friday 8:00 am to 4:00 pm, 1 hr. lunch, for a 35 hour work week.</p>
Benefits	Health insurance, health clinic, & PERF retirement. Vacation, holidays, military, bereavement, personal & sick leave.
Application Requirement	Email to mcpr@co.monroe.in.us or deliver to office, a resume and cover letter. Email subject line: Office Manager
Deadline for Application	November 29, 2023 at 12:00 am (midnight)
Apply at	<p>Monroe County Parks & Recreation 501 N. Morton Street, Suite 100, Bloomington, IN 47404 Telephone: 812-349-2800</p> <p>Monroe County Government Center - North entrance of Showers Bldg. Monroe County Government offices are open Monday - Friday 8:00 am to 4:00 pm, closed on holidays .</p>