



**JOB ANNOUNCEMENT – Uintah Recreation District
CLOSING DATE: MONDAY, DECEMBER 6, 2021**

POSITION: **Human Resource/Finance Officer (Full-Time with Excellent Benefits)**

PURPOSE: Performs a variety of **complex administrative and professional** duties related to planning, organizing, directing and coordinating the human resource system of Uintah Recreation District, including classification, compensation, recruitment, employee relations, benefits, training and risk management. Performs a variety of **professional and administrative** duties related to planning, organizing, controlling and managing the day-to-day financial operations of the District.

ESSENTIAL FUNCTIONS:

Assists in administrative duties for the Uintah Recreation District, and directs the personnel and finance operations.

Assists in the preparation and administration of annual budget; may assist in writing and general administration of grants; prepares and submits required fiscal reports.

Serves as Financial Advisor and liaison to the Recreation Board of Directors; provides technical insight and recommendations related to District policies, budget and monthly financial statements; coordinates annual external audit and prepares annual, year-end financial statements and reports.

Oversees personnel file management; assures completeness and confidentiality of HR records; monitors and assures district-wide compliance with federal and state statutes; investigates alleged violations of law and HR regulations; investigates worker comp claims.

Manages district-wide recruitment and selection processes; conducts formal recruitments for vacant and created positions; prepared eligibility lists and certifies finalists in the recruitment process.

Develops and implements new staff orientation program; oversees, develops and implements ongoing mandatory staff training.

Oversees general employee relations processes; monitors application of policies to assure fair and consistent treatment of employees; resolves complex issues related to compensation, discipline and discharge.

Administers the district grievance process; coordinates the appeals and grievance hearing processes and procedures. Administers the district benefits program.

MINIMUM QUALIFICATIONS:

- Graduation from college with a Bachelor's degree in human resource administration, public administration, communications, accounting, financial administration or a related field;
- AND
- Four (4) years of progressively responsible work experience performing above or related duties;
- OR
- An equivalent combination of education and experience.

SCHEDULES AND COMPENSATION:

- Full time position with excellent benefits. Pay range \$52,437 and \$65,146.

A resume with cover letter may be submitted by mail, fax, e-mail or in person by 4:30pm on the closing date.

Mailing address: Uintah Recreation District
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Vernal, Utah 84078

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