



B A S I N
RECREATION

Park City, Utah

BUSINESS MANAGER

\$106,121 - \$135,441

Plus Excellent Benefits

Apply by

September 16, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?

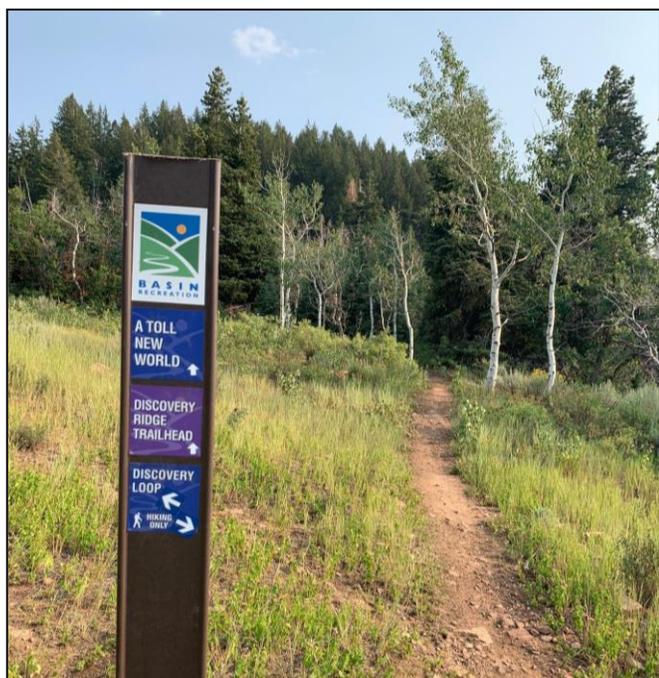


Established in 1986, Basin Recreation was created with a mission to “enhance life” by “connecting the community through recreation.” Basin Recreation is located 24 miles south-east of Salt Lake City in

Park City, Utah. With over 2,300 acres of open space and 175 miles of trails there are plenty of activities for everyone to enjoy. From snowshoeing, sleigh rides and skiing in the winter to mountain biking, rafting and golf in the warmer months, this mountainous area will not disappoint. It has earned a reputation of a recreational paradise and a very desirable place to live.

The amazing beauty of the rugged mountains surrounding the Park City area is complemented by over 100 restaurants and bars, open air concert venues, numerous spas and health clubs, theatres, art galleries, and a series of world-class events and festivals, including the prestigious Sundance Film Festival.

Basin Recreation offers the right candidate a chance to work in a high-performance team-structured organization, in a region that takes pride in its sustainability, spectacular natural beauty, and way of life.



THE COMMUNITY

Basin Recreation, a Special Service District created by Summit County, is located in the unincorporated area of Park City, Utah. The Basin District has a population of approximately 26,000 people. While the area started as farming and mining communities, the mining industry has been phased out, being replaced by recreation and tourism.

Conveniently located approximately 30 miles from the Salt Lake City International Airport, the area is home to many residential neighborhoods and retail stores. The area boasts its proximity to a year-round resort town that caters to people seeking recreation and a superior quality of life. The community features two world-class ski areas, several golf courses, hiking and mountain biking trails, and nearby reservoirs for boating and fishing.

Park City has a permanent population of about 8,500 residents and draws in over three million visitors annually. In 2002, Park City was a venue for the Winter Olympic Games, in 2008 it was chosen by Forbes Traveler Magazine among one of the 20 'prettiest towns' in the US, and in 2013 it was chosen as the Outside Magazine Best Town Ever.

The area offers an urban lifestyle in a rural setting and takes pride in its highly educated and affluent population. The Basin District is a part of the outstanding Park City School District, which offers one high school, two middle schools, and four elementary schools, with nearly 5,000 students enrolled.

THE DISTRICT

Established in 1986 to create recreational opportunities in western Summit County, Basin Recreation owns and manages 2,300 acres of open space, has built and/or maintains 175 miles of trails and works with Summit County and state and local organizations on planning and conservation issues. Basin Recreation also operates an 87,000 square foot indoor field house/recreation center (The Fieldhouse) that serves over 265,000 patrons a year. Indoor activities provided in The Fieldhouse include fitness classes, weight room, running track, cardio machines, full size gym, golf simulator, indoor batting/golf cages, soccer, flag football, and a variety of other youth and adult sports. Additionally, there are several outdoor park facilities, which include playgrounds, bike parks, groomed cross-country trails, hiking trails, sports fields, tennis courts, community areas and dog parks.

Finally, the District manages popular recreation programs, camps and community events that have grown without pause over the last decade to serve the residents in the area. Basin Recreation's current operating budget is \$9,377,931.00 and has in place capital project/replacement budgets of \$28,539,678. The District employs 38 full time employees and up to an additional 140 part-time and seasonal employees during peak times.

THE DEPARTMENT & POSITION

Working under the direction of the District Director, the Business Manager is a part of the Administration department and the management team, and will work closely with the District Director with the responsibility of managing all business operations, financial processes and human resource functions of the district.



The essential duties of this position will include managing and providing leadership to human resources staff, providing leadership and direction to accounting staff, and leading and overseeing day-to-day District administrative operations. To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).

THE IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in accounting, finance, business, or a related field, and five (5) to seven (7) years of experience with governmental and/or financial accounting is required. Excellent written and verbal communication skills are a must, as well as being proficient in Microsoft Office applications and accounting software. The ideal candidate will have experience in human resources management, be a Certified Public Accountant (CPA) or Certified Public Financial Officer (CPFO) and have current CPR or first aid certification.

Necessary Knowledge, Skills & Abilities:

- Knowledge of generally accepted accounting principles set by the Governmental Accounting Standards Board (GASB) including requirements for asset capitalization and GASB 34 compliance.
- Ability to prepare and monitor budgets and assist in audits, and asset management knowledge.
- Computer skills including working knowledge and experience in Windows operating systems, MS Office Pro, applications, and accounting software.
- Human resources benefit administration.
- Knowledge of federal, state, and local labor laws.
- Ability to work with confidential information and maintain confidentiality.
- Ability to make public presentations.
- Strong attention to detail.
- Ability to communicate verbally and in writing.
- Ability to work independently with minimal supervision.
- Strong interpersonal skills with ability to work as a member of a team.
- Knowledge of Utah sales and use tax regulations.

Any satisfactory combination of the above experience which clearly demonstrates the ability to perform the above duties will be considered.

COMPENSATION & BENEFITS

- **\$106,121 - \$135,441**
- Generous Benefit Package, including Medical, Dental, Life Insurance, AD&D, and LTD
- Utah Retirement System
- 401K, 457 and IRA options
- PTO Accrual Schedule
- 12 Days' Sick Leave
- 13 Paid Holidays
- Wellness Plan
- Free membership at The Fieldhouse including fitness program and classes
- Flexible Spending Account
- Health Savings Account
- Merit Salary Increase



**BASIN
RECREATION**

**For more information on
Basin Recreation, please visit:**

www.basinrecreation.org

Basin Recreation is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 16, 2022** (first review, open until filled). Application materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Basin Recreation, UT – Business Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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