



LANGLADE COUNTY JOB DESCRIPTION DEPARTMENT FINANCE AND GRANTS MANAGER

Departments: Forestry Parks and Recreation Department and Maintenance Department
Reports to: Forestry, Parks and Recreation Administrator/Director of Facilities Management
Grade/Wage: Grade _____, \$26.00 to \$_____ (Grade may change based upon 2026 compensation Plan)
FLSA Status/Hours: Exempt, 40 Hours Per Week
Revised: 9/18/2025

Summary:

This position is responsible for management of the Forestry, Parks and Recreation Department and the Maintenance Department financial systems and grants with oversight of office manager. Duties include accounting and record keeping, contract and agreement drafting, research, and contract administrative duties including but not limited to timber sales, events, and special use permits.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Office Management:

- Performs a variety of accounting functions including billing, receipting and deposits of various income sources within the County accounting system and transfer for funds to the County Treasurer.
- Performs a variety of recordkeeping and correspondence functions including budget preparation, department expenditures and receipts, agreements with other agencies, correspondence, and reports. This includes compiling information and financial data for monthly, quarterly, and annual reports.
- Acts as the secondary public contact for issuance of various permits, provision of proper information via in-person contact, phone, e-mail or social media and directs inquiries to responsible staff.
- Maintains the online reservation system and point-and-pay for campgrounds, rental cabins, pavilions and rental spaces. Acts as secondary contact for reservation system questions, changes primary for refunds.
- Maintains departmental inventories of all equipment and supplies for both departments. Processes all orders for equipment and supplies for both departments.
- Manages and assists with the sale of County surplus property through the auction services.
- Maintains department website and social media accounts to ensure proper and timely data.
- Oversees the purchase and/or lease of office supplies and equipment including vehicles and other equipment that may be purchased or leased.

Accounting and Grants Management:

- Collects receipts, enters data into the County's accounting system and deposits money with the Langlade County Treasurer.
- Maintains financial accounts, collections, deposits and invoices, for County finance department including but not limited to county forest revenue, land sales, timber sales, permits fees from for various parks, recreation and campground facilities, fairgrounds, capital projects and capital expenditures for both departments.
- Maintains financial accounts, collections, deposits and invoices, for various grant programs including but not limited to County Forest Aids, County Forest roads aids, Sustainable Forestry Grants, Stewardship project grants, Snowmobile maintenance and development, ATV/UTV maintenance and development Recreational

Trails Program, Focus on Energy or other grants that may be available and approved. This work includes management of grant agreements and files to ensure the accuracy and completeness of forms and documentation required for grant reimbursement and input and tracking of expenses within approved grant systems including but not limited to SNARS

- Posts vouchers, receipts, and disbursements to the appropriate source document and calculates and balances transactions.
- Assists the Forestry, Parks and Recreation Administrator and Facilities Director in the preparation of departmental budgets and determines the proper allocation of resources to correct accounts.
- Maintains and reconciles revenue and expense accounts with the Finance Director.
- Assist staff in preparing and writing grants and other program applications as needed.
- Responsible for representing the Departments during all State and County audits as well as reporting of financial status to the Forestry and Recreation Committee and Public Property Committee monthly.

Event Coordination:

- Manages and promotes events held at County-owned facilities and fairgrounds including establishment and administration of agreements to include collection of fees.
- Maintains relationships with various user groups, vendors and event organizers. Researches additional events and makes contacts with potential user groups to expand the use of County facilities.
- Coordinates and manages winter storage agreements, intake and insurance for fairgrounds property.
- Promotes County events through various methods including but not limited to the Fairgrounds Marquis, Departmental Websites and Social Media.

Contracts, Agreements, Permitting:

- Maintains records of timber cut by jobbers or contractors including input of scale data for timber removed, calculation of values, creation of invoices and collection of payments.
- Maintains, reviews, and updates timber sale contracts, including renewal agreements, rate increases, and statements including the close out of contracts and disposal of bonds within the County accounting system.
- Coordinates contracting process for all program needs for both departments. This includes timber sales and various service contracts such as cleaning and garbage disposal. The process includes advertising, job maps, monitoring bids, new jobber credit checks, contract drafting, insurance certifications, sustainable forestry certification checks and notifications to bidders.
- Enters and maintains timber sale information, including contractual information and scale volumes, and billing and receipting of payments due, on an advanced timber sale program within the County accounting system. Updates timber sale program as needed to ensure the program is beneficial to the department, logging contractors and the DNR.
- Updates and maintains building/equipment permits which may be required to maintain operations.
- Coordinates and manages winter storage agreements including scheduling of intake and return and insurance documentation.
- Coordinates building and equipment safety and insurance inspections.
- Maintains various contracts and agreements for repairs and the maintenance of equipment, facilities and buildings for both Departments.
- Manages and maintains the County key security system and issues door fobs and keys for all buildings including proper documentation of key issuance and return.

Other Duties:

- Attends County Committee meetings when requested.
- Special projects as assigned.
- Perform Notary Public duties as needed for department documents.
- Performs any other program-related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Associate's degree preferred. High school diploma or GED and completion of 8 years of office management, accounting or equivalent experience which provides the necessary knowledge, skills and abilities to perform the duties and responsibilities of the position.

Knowledge, Skills and Abilities:

- Ability to work independently without constant supervision or specific assignments, while using accurate, independent decisions regarding scheduling and completing office duties and priorities.
- Excellent organizational skills, high-level maturity with a strong degree of self-direction and motivation.
- Excellent written and verbal communication.
- Ability to maintain and complete records and prepare clear and detailed reports.
- Ability to read and interpret legal documents such as contracts and deeds.
- Ability to meet deadlines while working accurately and efficiently.
- Knowledge of bookkeeping and math.
- Ability to multi-task over various departments and programs with frequent changes in priorities.

Technological Skills:

Working knowledge of general office equipment, Windows, Microsoft Office Suite, various accounting software and generally accepted accounting principles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Normal office working environment with little or no discomfort from temperature, dust and noise.
- The noise level in the work environment will range from quiet to moderately loud.
- Environment with a variety of personal contacts and concerns.

Laglade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date