



DUNSMUIR RECREATION & PARKS DISTRICT

4841 Dunsmuir Avenue

Dunsmuir, CA 96025

dunsmuirparks.org

FINANCIAL SERVICES CONTRACTOR

Independent Contractor Opportunity

Compensation: \$400 per month	Anticipated Workload: Approximately 8–10 hours per month
Location: Fully Remote	Status: Independent Contractor (1099)

About the Opportunity

The Dunsmuir Recreation & Parks District is seeking a qualified and dependable independent contractor to manage the District's ongoing financial and accounting needs.

The contractor will be responsible for bookkeeping, payroll processing, account reconciliation, financial reporting, budget support, audit preparation, and limited Board administrative support. This is a fully remote opportunity requiring accuracy, confidentiality, organization, and the ability to work independently while meeting established financial and reporting deadlines.

Scope of Services

- Maintain accurate accounting records, ledgers, and supporting documentation.
- Record and reconcile revenues, expenditures, bank statements, County records, and other financial transactions.
- Maintain accounts payable records and track financial obligations.
- Process District payroll and maintain required payroll records and reporting.
- Prepare journal entries, corrections, and necessary accounting adjustments.
- Maintain required fixed-asset financial records.
- Prepare financial statements, summaries, and reports for the District and Board of Directors.
- Provide financial information for annual budget preparation, monitoring, and amendments.
- Prepare financial records and documentation for the annual audit and coordinate with the District's auditor as needed.
- Maintain organized electronic financial records and meet applicable financial and reporting deadlines.
- Identify and report discrepancies, missing documentation, unusual transactions, or other financial concerns.
- Draft Board meeting agendas based on information and agenda items provided or approved by the District.
- Post Board meeting agendas and approved meeting minutes to the District website in accordance with applicable posting requirements.
- Attend Board meetings as required. Attendance may be remote by video conferencing or other District-approved electronic means; in-person attendance is not required.

Qualifications

Applicants must have:

- A minimum of two years of relevant professional experience in bookkeeping, accounting, payroll, financial administration, or a related field.
- Demonstrated experience processing payroll and maintaining financial records.
- Experience with account reconciliation and financial reporting.
- Working knowledge of accounting software and spreadsheets.
- Strong organizational skills and attention to detail.
- Ability to appropriately handle confidential financial and payroll information.
- Ability to work independently, meet deadlines, and identify and resolve financial discrepancies.

Relevant education, certification, or professional training in accounting, bookkeeping, finance, or a related field is desirable but not required.

Contractor Requirements

- Maintain all applicable licenses, permits, registrations, and other qualifications required to perform the contracted services.
- Maintain appropriate insurance coverage and provide proof of coverage as required by the District.
- Complete applicable contracting and tax documentation, including Form W-9.

Compensation & Work Arrangement

The District will pay a flat contract fee of \$400 per month. The District anticipates the normal scope of services will require approximately 8–10 hours per month. This estimate is provided for informational purposes and does not establish required working hours.

Services will be performed fully remotely. The contractor will independently organize and perform the work necessary to complete the required services and meet established deadlines, with the exception of required attendance at scheduled Board meetings, which may be attended remotely.

How to Apply

Interested applicants should submit:

- A résumé or summary of relevant professional experience.
- A brief statement of interest.
- At least two professional references.

Application Deadline: See District website for current application deadline.

Apply Online: Through the District website.

District Administration: dunsmuirparks@gmail.com