



ALSEA SCHOOL DISTRICT 7J

PO Box B Alsea, Oregon 97324

541.487.4305 Fax 541.487.4089

JOB TITLE: BUSINESS MANAGER

REPORT TO: SUPERINTENDENT OR DESIGNEE

CONTRACT HOURS/DAYS: 8 hrs/day; 260 Day calendar

SALARY: \$100,000 – 112,000 depending on experience and education

LOCATION: DISTRICT, ALSEA, OREGON

APPLICATION DEADLINE: OPEN UNTIL FILLED

START DATE: JULY 1, 2022

NATURE AND SCOPE OF POSITION:

Effectively plans, directs, and supervises the budget, accounting, procurement, benefits, payroll, and procurement functions for the District. Including but not limited to; budget development, monitoring, accounting, audits, and financial reporting, payroll and PERS coordination, employee benefits reconciliation, procurement and contracting, investments and debt service management, and coordination with the Oregon Department of Education and Revenue.

QUALIFICATIONS:

- Related Bachelor's Degree from an accredited college or university, preferably in Finance or Accounting
- A minimum of five (5) years of similar experience in business and finance, including supervision and evaluation of personnel.

GENERAL RESPONSIBILITIES:

- Supervises the fiscal operations of the school district using standard accounting and recording principles and procedures in accordance with Board policies, rules and regulations, and applicable laws.
- Maintains accurate, up-to-date records of accounts receivable, accounts payable, and the financial position of the school district to ensure that the school district is able to maintain its operations and remain within fiscal year budgets.
- Assists the Superintendent in preparing annual budget requests for school district operations to maintain and improve educational opportunities and all necessary support and operations.
- Supervise the budget development process and assures the district's compliance with all rules, regulations, and laws governing the process.



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- Supervise the investment of district funds according to State laws. Provides leadership in long-range financial planning to include development of local tax initiatives and strategies.
- Comply with all applicable district, state, and federal guidelines, policies, laws, rules, and regulations.
- Secures an annual audit of the school district's finances.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all financial records as required by law.
- Supervise the purchasing of all capital assets, confirming Oregon procurement laws are followed.
- Oversee the administration of employee benefits and the payroll function.
- Represent the school district as necessary in off-site meetings, associations, etc.
- Serve as Deputy Clerk and under the supervision of the Superintendent, organizes and establishes the budget process, including the budget calendar. Serves as Budget Officer.
- As the Deputy Clerk, reviews and approves all contracts with the approval/or in the absence of the Superintendent.
- Maintain appropriate levels of insurance to protect school district property and potential liabilities.

OTHER REQUIREMENTS:

Skills to: lead and supervise others; independently organize, plan, initiate, and manage projects and programs; facilitate and coordinate district financial programs; analyze data, problem solve and effectively reduce findings to writing; develop, implement and facilitate training of employees in the business/finance department and in other departments and schools as applicable related to business and financial processes and procedures; operate standard office equipment and maintain complex data including advanced skills in Excel, PowerPoint, Word (Microsoft products), budget and financial database software; communicate effectively using English in both written and verbal form, prepare and present comprehensive, effective oral and written reports; use correct spelling, grammar and punctuation; Establish and maintain effective and collaborative working relationships with a wide variety of groups and individuals including district personnel and outside vendors;

Knowledge of: federal, state and local laws/statutes/ordinances/District policies and Board Executive Limitations relative to school finance; the Comprehensive Annual Financial Report (CAFR); report writing and budget production methods and techniques.

Ability to: sit for prolonged periods, perform a variety of specialized and responsible tasks, meet schedules and tight deadlines, communicate with individuals of varied cultural and educational backgrounds; carry out multiple projects as assigned; attend School Board business meetings and frequently attend and/or present at other evening meetings; travel between school sites and the district



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office as required by position and to respond to problems and emergencies. This position requires a high level of self-motivation, accuracy, attention to detail, and organizational skills.

PHYSICAL REQUIREMENTS:

Tools/Equipment Used: Standard office equipment; advanced Microsoft software (i.e. Excel, database, word processing); personal computer and peripherals; calculator, multi-line phone system; copier; cellular phone; fax machine

Physical: Sitting for prolonged periods in a confined area; mobility to work in typical office setting; talking/hearing conversations, frequent near and far visual acuity with or without visual accommodation to read printed materials and computer screen or other monitoring devices for long periods of time; bending, stooping, kneeling; travel among district facilities as needed.

Posture: Sitting; reaching; keyboard/mouse; speaking clearly; hearing; repetitive hand motion; grasping; squeezing

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Light lifting and carrying (under 15 pounds daily); carrying light, under 15 pounds

Mental Demands: Work well under pressure with frequent interruptions while maintaining excellent customer service and accuracy; perform designated duties under high stress conditions and maintain multiple priorities to meet established deadlines while maintaining accuracy and attention to detail and with minimal supervision

WORK ENVIRONMENT:

Exposure to temperature extremes (hot or cold); may work flexible prolonged or irregular hours including evening and weekends; work independently; understand and carryout oral and written instructions; occasional remote environment.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.



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COMPENSATION:

\$100,000 – 112,000 depending on experience and education

Alsea School District 7J offers a comprehensive and competitive benefits package with multiple choices available to employees. Benefits offered include medical, dental and vision insurance [\$1,250 DISTRICT pay cap per month], life insurance, short- and long-term disability, long term care, tax deferred retirement savings plans, and more. The District pays all PERS contributions.

Alsea School District #7J is an Equal Opportunity Employer. It is the policy of the District not to discriminate based on race, sex, age, national origin, marital status, religion, or handicap unrelated to job performance.