

Monroe School District #1J
365 North 5th, Monroe, OR 97456

2017-18 NOTICE OF VACANCY, Confidential Position
March 23, 2018

Position:	Business Manager
FLSA:	Non-exempt. This position is an hourly position.
Location:	Monroe, Oregon -- The School District boundaries include 135 square miles within Benton and Lane Counties which includes a population of over 3,000. The economy of the school district is grounded in the forest industry and agriculture. Many residents commute to Corvallis and Eugene. The city of Monroe is nestled against the first foothills of the Coast Range mountains, facing the Willamette Valley. Highway 99 West connects Monroe to the city of Corvallis, (home of Oregon State University) 17 miles to the north, and the city of Eugene (home of University of Oregon) 23 miles to the south, as well as Junction City 8 miles to the south.
Qualifications:	<ul style="list-style-type: none"> • Submit to a fingerprint based criminal history check as required by the school district. • Be at least 21 years of age at the time of initial employment. • Demonstrated proficiency in all office machines including computers. • Demonstrated ability to work well with others in a high pressure situation. • Must be proficient in English both oral and written. • Associate Degree in accounting preferred. • Three years successful work experience as a bookkeeper. • Such alternatives to the above as the Superintendent may find acceptable.
Essential Job Functions:	<ul style="list-style-type: none"> • Presents a positive attitude by appearance, personal neatness, personal habits and punctuality; communicates and works cooperatively with other members of the staff and public; is neat in appearance and dresses appropriately for the position; maintains confidentiality and honesty in performing assigned tasks. • Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful; performs all responsibilities in a timely, discreet and efficient manner. • Types, calculates, and computes with speed and accuracy. • Participates in training required to stay abreast of new accounting, payroll, and/or computer developments. • Follows all District policies and those contained in the appropriate district handbook. • Gives a bond in such sum as shall be required before starting the duties of office, the premium on such bond to be paid by the District. • Prepare, balance, and review a wide variety of financial reports and records for accuracy, making corrections as needed. • Maintain ledgers and journals. • Maintain a complete and systematic set of records of all financial transactions. • Reconcile canceled payroll and accounts payable checks and verify bank balance. • Coordinate incoming reports and information for the computer system to ensure accurate and timely processing. • Serve as liaison with District banking institution with approval of Superintendent. • Invest District revenues and control cash flow with approval of Superintendent. • Assist in preparation of budget expenditures, research revenues, and coordinate production of budget document. <p>(Continued next page)</p>

Essential Job Functions continued:	<ul style="list-style-type: none"> • Organize district-wide budget for the computer. • Send necessary budget materials to the proper agencies according to Local Budget Laws. • Provide support to Superintendent and Budget Committee by furnishing information during budgeting process. • Post, deposit, and code revenues. • Assume the responsibility of accounting for all income and disbursements of School District #1J. • Audit all claims against the District and pay all bills, contracts, and claims approved by the Superintendent and according to State Law and Board Policy. • Maintain such accounts and accounting procedures as are necessary to prepare the reports on the financial affairs of the District. • Prepare monthly a list of expenditures and balances remaining in budget accounts, a financial report listing receipts and expenditures, and other information the Superintendent may request. • Traces errors and records adjustments. • Verifies all amounts before checks are processed. • Assists the Superintendent in the preparation of: Title I & Title VI applications; Basic School Support report. • Performs other duties deemed reasonable and appropriate for the position as directed by the Superintendent. • The employee demonstrates a willingness and ability to model appropriate behavior in being timely. • Turns in time sheet as required. • Returns requests for information by the date and time specified. • Attends all meetings as required; attends in a prompt manner and remains throughout the meeting. • Arrives on time and works scheduled hours. • Notifies the Superintendent in the event of illness. • Promptly informs the Superintendent of problems that need attention.
Starting Wage Range:	\$56,000 - \$60,000 annually depending on education and experience. Insurance and retirement benefits.
Position Begins:	ASAP
Application Materials:	<ul style="list-style-type: none"> • Employment application: www.monroe.k12.or.us/jobs • Cover letter • Resume • Three (3) letters of recommendation. • A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a non-service connected pension from the U.S. Department of Veterans Affairs. • A disabled veteran will submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.
Closing Date:	Open until filled

Return application material via e-mail: christine.manley@monroe.k12.or.us or mail to: Personnel / Monroe School District #1J / 365 North 5th, Monroe, OR 97456. 541/847-6292, fax 541/847-6290

– Monroe School District #1J – An Equal Opportunity Employer –
EOE. Monroe School District #1J does not discriminate on the basis of race, religion, color, religion, gender, national origin, age, disability, veteran status or any other status protected by law.
