

**TITLE:** Business Manager

**REPORTS TO:** Superintendent

**FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt. This position is an hourly position.

**QUALIFICATIONS:**

**I. General**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Demonstrated proficiency in all office machines including computers.
4. Demonstrated ability to work well with others in a high pressure situation.
5. Such alternatives to the above as the Superintendent may find acceptable.
6. Must be proficient in English both oral and written.

**II. Education**

1. Associate Degree in accounting preferred or college training toward
2. Three years successful work experience as a bookkeeper.
3. Such alternatives to the above as the Superintendent may find acceptable.

**JOB GOAL:** To efficiently handle all phases of accounting as well as the general bookkeeping, filing, budget preparation, fiscal reports, and other clerical responsibilities to meet the districts needs.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Performs clerical duties and maintains the financial affairs of the district, under the direction of the Superintendent.
2. Performs all responsibilities in a timely, discreet and efficient manner.
3. Types, calculates, and computes with speed and accuracy.
4. Participates in training required to stay abreast of new accounting, payroll, and/or computer developments.
4. Handle all legal requirements and correspondence for bidding equipment, supplies, etc.
5. Follows all District policies and those contained in the appropriate district handbook.

**III. Fiscal**

1. Prepare, balance, and review a wide variety of financial reports and records for accuracy, making corrections as needed.
2. Maintain ledgers and journals.
3. Maintain a complete and systematic set of records of all financial transactions.
4. Reconcile canceled payroll and accounts payable checks and verify bank balance.
5. Coordinate incoming reports and information for the computer system to ensure accurate and timely

- processing.
6. Serve as liaison with District banking institution with approval of Superintendent.
  7. Invest District revenues and control cash flow with approval of Superintendent.
  8. Assist in preparation of budget expenditures, research revenues, and coordinate production of budget document.
  9. Organize district-wide budget for the computer.
  10. Send necessary budget materials to the proper agencies according to Local Budget Laws.
  11. Provide support to Superintendent and Budget Committee by furnishing information during budgeting process.
  12. Post, deposit, and code revenues.
  13. Assume the responsibility of accounting for all income and disbursements of School District #1J.
  14. 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.
  15. Maintain such accounts and accounting procedures as are necessary to prepare the reports on the financial affairs of the District.
  16. 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.
  17. Traces errors and records adjustments.
  18. Verifies all amounts before checks are processed.
  19. Assists the Superintendent in the preparation of: Title I & Title VI applications; Basic School Support report (December).
  20. Efficiently performs all payroll accounting responsibilities including, but not necessarily limited to:
    - A) compute time worked;
    - B) computing, record-keeping, and sending in required forms for income taxes, Social Security, worker's compensation, payroll deductions, payroll direct deposits, insurance coverage, retirement, ACA requirements, annuities and other investment vehicles, and other payroll-related items.
    - C) maintains records covering all deductions.
    - D) submits timely payroll reports to appropriate governmental agencies.
    - E) reconcile payroll records and other accounting procedures as needed.
  21. Serves as Monroe School District #1J Foundation Treasurer.
  22. Performs other duties deemed reasonable and appropriate for the position as directed by the Superintendent.

#### **IV. Timeliness**

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Turns in time sheet as required.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and works scheduled hours.
5. Notifies the Superintendent in the event of illness.
6. Promptly informs the Superintendent of problems that need attention.

**Physical Qualifications:** 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 the essential functions.

If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** The Business Manager will be employed for up to 12 months per year. Wage and benefits as negotiated with the Board of Directors.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date** \_\_\_\_\_