

**Warrenton-Hammond School District
Job Description**

Job Title: Business Manager
Reports To: Superintendent

JOB SUMMARY

This position is responsible for keeping accurate records of the District's financial program and assisting the Superintendent in managing District finances and administering the budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Keeps accurate District records on all financial transactions.
 3. Maintains a working knowledge of the laws of the state of Oregon applicable to school business.
 4. Makes necessary and required monthly reports to the Superintendent for distribution to the Board.
 5. Makes bank deposits, as necessary, and reconciles bank statements on a monthly basis.
 6. Prepares vouchers and posts to District books.
 7. Manages and prepares the annual budget within District guidelines and ensures compliance with program requirements.
 8. Assists building principals with grant writing and general oversight of the process.
 9. Corresponds effectively with vendors and reconciles all vendor statements.
 10. Tracks grants and monitors revenues and spending.
 11. Completes required reports to local, state and federal government agencies.
 12. Tracks and informs staff on all PERS information.
 13. Monitors payroll for all District employees.
 14. Oversees correspondence and answers inquiries regarding PERS, medical insurance, payroll and budget, requiring knowledge of appropriate procedure and policy.
 15. Assists HR/Payroll Specialist as District liaison for medical insurance, payroll, Workers' Compensation, unemployment insurance and budget questions.
 16. Attends school board meetings.
 17. Oversees audit preparations and ensures compliance.
 18. Maintains accurate accounts payable files and bank account balances, including depositing funds received into District bank accounts.
 19. Appropriately maintains and secures confidential records and inquiries.
 20. Professionally represents the school and the District in interactions with parents, community, staff and students.
 21. Maintains appropriate certifications and training hours, as required.
 22. Complies with applicable District, state, local and federal laws, rules and regulations.
 23. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Facilitates safety committee meetings.
4. Present financial data to the Board of Directors.
5. Assists departments supervised, as needed.
6. Serve on Board negotiations team.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the work for Food Service, Maintenance/Grounds and Transportation personnel. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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 the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) in business, accounting or related field or equivalent from four-year college or university. Prior successful experience working in an educational fiscal department position strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, parents and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations. Ability to verbally respond to common inquiries from staff, Board, regulatory agencies, or members of the business community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference and basic algebra and geometry. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, fractions, proportions and percent and to draw and interpret bar graphs and apply in practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to

proficiently use the following programs strongly preferred: MS Word, Excel, Access, Outlook and Infinite Visions. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Demonstrated ability to provide accurate data and reports under tight time constraints required. Must be able to work non-standard hours to support District needs.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and Oregon Drivers License.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon student population and activities. The employee may have to drive to various District locations and be exposed to outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

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.

I have read and understand this job description.

Signature:

Date:
