

BLACK BUTTE SCHOOL DISTRICT

JOB DESCRIPTION

Position: Business Manager/District Clerk

Reports to: Principal Delaney Sharp

FLSA Status: Exempt

Job Purpose Statement

The Business Manager/District Clerk is an integral member of the school's leadership team. The person in this position stewards the short- and long-term financial operations in collaboration with the district principal and the board. They oversee the financial resources of the school and the creation of a mission-driven financial plan that balances the vision of the school with its financial health and well being. This position is responsible for the financial matters of the school's operations including budget development and management, overseeing school purchasing, and financially related HR decisions.

The Business Manager is committed to the pursuit of excellence by demonstrating a willingness to speak honestly, listen openly, and work collaboratively as a member of the Black Butte School District community. The Business Manager demonstrates personal and professional honesty and integrity in all aspects of their work at Black Butte School District.

Required Education and Experience

1. Bachelor's degree in a relevant field or equivalent experience.
2. School accounting, public administration, or other equivalent work experience.

Required Skills and Dispositions

Demonstrated skills in using technology and computer-based software; e.g. email, word processing, accounting software, Google products, and Microsoft Office Suite. Experience with School ERP Pro is preferred (formerly known as Infinite Visions). Additional required skills include: researching information sources and writing reports; money and/or grant management, financial analysis, and budgeting. Collaborative team player with co-workers and supervisor. Strong communication, interpersonal, leadership, and problem-solving skills.

Ability and willingness to learn and implement all necessary processes for the smooth functioning of the business office; work independently and as part of a collaborative team; demonstrate flexibility and adaptability, maintain a well-organized office; and maintain confidentiality in all district affairs. The candidate must be able and willing to perform responsibilities on site.

Essential Duties and Responsibilities

School Board

1. Work closely with the Black Butte School Board of Directors to ensure their work is aligned with District mission, goals and policies.
2. Carry out information gathering as determined by the Board and Leadership Team.
3. Communicate relevant information to the Leadership Team and the Board in a timely fashion.
4. Work to ensure that Board policy is being correctly administered.

District Administration

1. Complete reports required by Oregon Department of Education (ODE) and federal agencies, in collaboration with the principal, in a timely manner.
2. Update and maintain accurate student records, student enrollment information, and health/immunization and reporting of such to the State.
3. Help facilitate the completion of long-term projects, in collaboration with project leads and principal.
4. Respond to common inquiries from Board members, parents, staff, regulatory agencies, or members of the community in a professional verbal and written manner.
5. Perform Human Resources duties as assigned, including Public Employees Retirement System (PERS) and Oregon Educators Benefit Board (OEBB), personnel confidential files, contracts, and salary scheduling in collaboration with the principal.

Financial

1. Assume responsibility for the financial affairs of the district, including: bank statements, accounts payable/receivable, timesheets and payroll, petty cash, and credit card use; and monitor revenues and expenditures throughout the year.
2. Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
3. Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations.
4. Ensure compliance with district, state, and federal laws, rules, and regulations.
5. Act as the district purchasing agent.: Supervise and coordinate purchase orders and accounts payable functions, ensuring that expenditures are charged to appropriate accounts.
6. Coordinate all district grant accounting and financial reporting.
7. Provide information, prepare periodic reports, and maintain all necessary records as requested by the principal, Oregon Department of Education, and the district's outside auditors.

8. Coordinate the year-end independent audit. Assist auditor to complete the annual school audit for presentation to the Board and submittal to ODE.
9. Prepare and report monthly financial status updates reports for Board meetings.
10. Serve as Budget Officer for the district. Perform a variety of revenue forecasts and cash-flow analysis; prepare revenue and expenditure projections; collaborate with the Principal to develop the annual budget, including county and state filing; assist in the presentation, justification, and preparation of additional analysis required to understand the budget proposal for action by the Board.
11. Coordinate, process, and control the transfer of budgeted funds.

As the District Clerk, the BBSD business manager is responsible for completing necessary clerical tasks associated with managing the business office.

1. Collect, open, and organize district mail.
2. Answer and respond to phone calls in a timely manner.
3. Troubleshoot and coordinate service and supplies of the school's /office equipment.
4. Work with the Education Service District IT department to troubleshoot computer problems.
5. Perform other tasks as requested by the Board and Leadership Team.

Other Job Functions

1. Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
2. Maintain professional and technical knowledge and skills by participating in professional development opportunities.
3. Represent the District in its dealings with other school systems, institutions, agencies, community organizations, and the general public.

Work Environment

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt employee, the person in this position occasionally performs work beyond a normal work week when workload requires. Irregular working hours are uncommon.

Black Butte School District is a very small district with a dedicated staff and Board. Our work culture is collaborative and respectful. Our team consists of, on average, ten staff members (both full and part time). We work together to problem solve, plan, and celebrate. The Business Office is a single structure

separate from the school building. It is an open space shared with the Facilities Manager and Transportation Specialist. The office equipment includes, but is not limited to, a copier, phone and computer. The noise level in the work environment is usually low to moderate, depending upon the number of people in the office attending meetings.