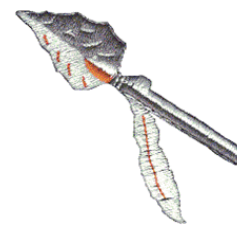




SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

BUSINESS MANAGER

Date: April 2024

Summary: This position provides overall supervision and coordination of the district's business and financial matters, to assure the financial well-being of the district, and to efficiently and effectively provide the support services required for district educational programs.

Range Assignment: Administrative salary schedule

Qualifications:

- Bachelor's degree with course work in Business Management and accounting skills or at least three (3) years of experience in a business function, including an emphasis in accounting or an equivalent combination of training and experience or a CPA preferred
- Knowledge of the Oregon School Finance and Administration and Oregon Budget Law
- Knowledge of computer usage and ability to use e-mail, spreadsheets, and accounting software
- Ability to maintain the integrity of confidential information
- Ability to communicate fluently verbally and in writing
- Ability to manage and prepare the annual budget within District guidelines
- Ability to supervise business office staff in a positive, productive manner

Reports to: Superintendent

Performance Responsibilities:

- Supervise Payroll, Accounts Payable, and the Nutrition Services Supervisor
- Establish and maintain an accounting system consistent with state and federal laws, regulations, rules and district policies
- Program administrator for School ERP Pro, District ODE website
- Participate on the bargaining/negotiation team
- Organize and establish budget development and procedures; exercise budget controls; and exercise control of resources and expenditures
- Monitor revenue/expenditures for all grants and special revenue funds
- Interpret state funding
- Coordinate annual audits for district and student body accounts
- Administer the district's insurance programs
- Participate on the administrative team, leadership team, and superintendent's cabinet

- Prepare financial and budget reports
- Assist and educate administrators and supervisors in managing department and school budgets
- Provide advice on a wide range of district financial matters
- Act, in concert with other District Leadership, to determine allocation and redirection of FTE
- Maintain and approve expenditures from all building, department, and program budgets
- Performs any other duties assigned by the Superintendent

Physical Requirements:

The physical demands describe 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. The demands of extended work days require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

Physical requirements may include:

- Stand 4 – 8 hours
- Sit 4 – 6 hours
- Bend, kneel squat 1 – 3 hours
- Lift up to 40 pounds 0 – 2 hours

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____