

SCAPPOOSE SCHOOL DISTRICT

Business Manager

Scappoose School District is an Equal Opportunity Employer

ABOUT THE DISTRICT

Scappoose School District is located approximately 20 minutes North of Portland. It has six schools; three elementary, one middle, one high school and one online school. Scappoose also has two charter schools with a total student population of 2262. The district has an annual general fund budget of approximately \$45 Million.

APPLICATION SHOULD INCLUDE:

- Cover letter
- Current resume
- 3 Letters of recommendation – current within past two years
- Unofficial transcripts

SELECTION TIMELINES

- Applications deadline: 4:00 p.m.
- **June 14, 2024**
- Contract begins July 1, 2024

COMPENSATION

- Starting Salary:
 - \$121,690-\$149,664 annually (actual amount to be determined upon conclusion of negotiations)
 - 8 year scale – dependent on experience
- 261 day contract
- Generous benefit package

REPORTS TO: Superintendent

QUESTIONS :

Teresa Huff, Human Resources Manager
Phone – 971-200-8000

APPLY ONLINE:

<https://scappoose.tedk12.com/hire/index.aspx>

REQUIRED 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 integrity of confidential information
- Ability to manage and prepare the annual budget within District guidelines
- Ability to communicate fluently verbally and in writing
- Ability to supervise business office staff in a positive, productive manner

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- 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/negotiations 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