**REEDSPORT SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE:** Business Manager/Deputy Clerk

**FLSA Status:** Exempt

**REPORTS TO**: Superintendent

**JOB SUMMARY**

The Business Manager/Deputy Clerk oversees the District accounting operations, budget preparation and adoption, district bank accounts, financial reporting, annual district audit, fixed asset inventory, monitoring and reporting of the District ADM, district bonds, and he/she administers the financial affairs of the District to enable the best possible educational services to be delivered with the available resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Committed to the pursuit of excellence: demonstrates a willingness to speak honestly, listen openly, and lead purposefully as a District leader and supervisor.
* Committed to providing innovation and leadership towards reaching extraordinary results in a growing school district.
* Engaging financial change agent striving for exceptional results in staff and student performance.
* Personal and professional honesty and integrity with strong ethical and moral standards.
* Strong interpersonal skills – a team builder and a team player.
* Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions.
* Strong supporter of all staff and students.
* A strong work ethic.
* Provides leadership and technical assistance for the District in the areas of finance, budgeting, construction management, contract negotiations, and the management of the business department.
* Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
* Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems, implementing change.
* Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.
* Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources and developing action plans to achieve District objectives.
* Prepares and administers the annual budget.
* Monitors expenditures by establishing effective and efficient procedures and controls.
* Advises the superintendent, the Board of Directors and the District Budget Committee on business, financial questions and legislation that may impact the district.
* Upholds and evaluates board policy as it relates to finance and business.
* Develops funding structures that promote the District’s mission, philosophy, and vision. Monitors community demographics, resources and emerging trends.
* Cultivates relationships that enhance student learning and promote a strong communication of public support for the District.
* Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district’s strategic plan.
* Debates and engages in the search of best answers.
* Assists in directing the operation of the Business Office which includes accounting, auditing, payroll, purchasing, construction, and investing activities.
* May act as the boards’ agent for signing authorized contracts.
* Assists with insurance programs (e.g... Property, liability, fleet, student, etc).
* Assumes a key role in the employee contract negotiation process by providing advice and information regarding the District’s financial status and the impact bargaining may have on the District’s financial position
* Assists and educates administrators and supervisors in managing department and school budgets. Provides advice on a wide range of financial matters.
* Attends most School Board meetings; prepares and presents reports/responses related to the financial status of the District.
* Maintains professional and technical knowledge by participating in professional development opportunities.
* Ability to follow District, ODE-related, and OSHA safety regulations, policies and guidance.
* Other duties as assigned.

**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.*

* Masters Degree in Business Administration and/or Oregon Certified School Business Administrator Certification. Understanding of Oregon’s School Support Formula. ADM reporting. Demonstrated skills in cash management, cash flow analysis, investments, and other money management skills. Experience in School Finance/Budget Development and Financial Planning and Reporting; and Payroll Accounting and Fringe Benefit Management. Working knowledge of current Oregon laws, policies, administrative rules, and model programs related to Finance.
* Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; and contributing to building a positive team spirit. Effective communication skills are essential for conflict resolution, training, and day-to-day management duties. Demonstrated ability to establish strong interpersonal relationships with District personnel and other agency staff and community members.
* Ability to communicate fluently verbally and effectively in writing in English. Ability to respond to common inquiries or complaints from parents, staff or members of the community. Ability to read and interpret documents. Ability to write routine reports and correspondence. Demonstrated ability to compose, produce clear, coherent professional documents and deliver professional presentations to various stakeholder groups
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Able to read, understand and effectively train others in departments standards and guidelines.
* **Technology** **Skills:** Ability to proficiently use the following programs strongly preferred: MS Word, Excel, email internet applications and specialized maintenance software programs, Google Apps.
* Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
* Certificates as determined by the District including a valid Oregon Driver’s License, if required.

**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.*

* Frequently required to walk, stand and sit.
* Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl.
* Regularly required to talk and hear.
* Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
* Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision.
* Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.

**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 employee works with groups of staff and students, and on a one-on-one basis. The working conditions are that of a typical office atmosphere and/or school building.

Occasional travel between District buildings is required; occasional travel to area districts or ESDs for meetings and conferences should be anticipated.

The employee may perform work beyond a standard 40-hour work week when workload requires.

The work environment varies and includes standard office, hybrid office, school buildings and school grounds settings. The noise level in the work environment is usually low to moderate.

The District complies with the Americans with Disabilities Act by providing reasonable accommodations, as necessary, to allow disabled applicants and employees to perform the essential functions of this job.

Reedsport School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008

*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.*

**Employee Statement:**

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I required accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

**Employee Signature: Date:**

**Supervisor Signature: Date:**