



# COALITION OF OREGON SCHOOL ADMINISTRATORS

## BUSINESS OFFICE/HUMAN RESOURCES CLERK

### About the Organization

A professional organization made up of nearly 3,000 Oregon school administrators, the Coalition of Oregon School Administrators (COSA) serves as the umbrella organization for four school administrator associations: Oregon Association of Central Office Administrators (OACOA), Oregon Association of School Executives (OASE - superintendents), Oregon Association of Secondary School Administrators (OSSA), and Oregon Elementary School Principals Association (OESPA). In addition to the four associations, the COSA Equity Board provides ongoing leadership and counsel on all aspects of COSA’s work. Together, the leadership of the Equity Board and four associations make up the COSA Board of Directors.

COSA is a coalition of K-12 education leaders committed to equity and to the success of every member and every Oregon student. We embrace and affirm the identity of each COSA member inclusive of race, ethnicity, mobility, language, marital status, gender, sexual orientation, gender identity, disability and religion. COSA listens to our members and knows that each member matters.

The Coalition’s budget reflects a strong investment in professional learning for school administrators and their teams; in government relations, policy and advocacy work; in administrative licensure and advanced degree programs; and in member support and services.

COSA was founded in 1974 and works in close partnership with a number of other education associations. The Coalition’s offices are in Salem, the state capital of Oregon. The COSA staff currently consists of 15 employees.

### The Current COSA Executive Team

- **Dr. Krista Parent**, Executive Director
- **Morgan Allen**, Deputy Executive Director
- **Parasa Chanramy**, Senior Director Policy & Advocacy
- **Carmen Gelman**, Senior Director Professional Learning
- **Cate Study**, Chief of Staff

### About the Position

The Business/Human Resources Clerk is responsible for assisting the Business Manager and Executive staff with billing services, accounts receivable, banking and account reconciliation, membership services for affiliates and other business office functions.

### Timeline

Application Deadline	Open Until Filled
Applicant Screening	August 19, 2024
Interviews	August 21, 2024
Employment Begins	September 2, 2024

### Application Procedures

Application materials should include:

- A letter of interest explaining how the candidate’s qualifications and experience prepares them for the position
- A current resume, including references
- 3 current letters of recommendation

All materials will be treated confidentially. References will be checked when finalists are identified.

For questions, contact Krista Parent at [krista@cosa.k12.or.us](mailto:krista@cosa.k12.or.us)

Email application materials to Cate Study at [cate@cosa.k12.or.us](mailto:cate@cosa.k12.or.us)

## Essential Responsibilities

- Demonstrates a strong and unwavering commitment to member service and customer service. Maintains excellent relationships with the members of the COSA Board and Executive Committees, the Equity Board, COSA members, school district personnel, and COSA staff; keeps the Business Manager apprised of any potential problems and concerns.
- Works collaboratively with the Business/Human Resources Manager to ensure business processes are effective, accurate and applied consistently.
- Conducts daily and/or routine business office functions including:
  - Receipts payments for invoices using accounting and membership management software.
  - Routinely follows up on outstanding invoices.
  - Processes billing services and accounts receivable in a timely manner.
  - Makes daily deposits as directed by the Business Manager.
  - Reconciles COSA checking accounts.
  - Generates and sends bills for association and building accounts.
  - Processes 1099 forms.
  - Assists in the preparation of documents for the annual audit.
- Maintains a harmonious working relationship with COSA staff, association members and the general public and is able to cooperate with and support other COSA staff as workflow and schedule dictate.
- Possesses advanced knowledge of the Microsoft Office Suite (including Word, Excel, and PowerPoint), Google Suite, (including Drive, Docs, Sheets, Forms, and Slides), QuickBooks and COSA's association and membership management software, COSA's website management software, COSA's event app, and is willing to be trained in other additional technologies as requested.

## Terms of Employment

- Full time employment
- Salary range \$41,683 - \$50,833
- Generous benefit package including retirement, medica/dental/vision insurance
- Sick leave and vacation

Must be willing to work in the COSA office in Salem and occasionally travel to a conference location.

## General Dispositions, Knowledge, Skills and Abilities

Teamwork and collaboration are key to COSA's success. As a small organization serving a relatively large membership, all staff members perform functions as needed to support each other and help attain the organizational mission and goals. Any "duties as assigned" by the supervisor for this position may be in addition to the Essential Job Functions listed above. The General Dispositions, Knowledge, Skills and Abilities to be successful in this position include:

- Being a self-starter and seeking professional improvement, gaining knowledge, and learning skills to improve job performance including but not limited to participation in required training and professional development.
- Treats others with respect and shows sensitivity for cultural differences.
- Maintains confidentiality.
- Demonstrates a positive, professional attitude.
- Prioritizes and plans work activities, and completes tasks correctly and on time, or notifies appropriate person with alternative plan.
- Follows policies and procedures and supports organizational mission and goals.
- Responds to requests for information, service, and assistance in a timely manner.
- Always maintains a calm and professional demeanor.
- Attends staff trainings and staff meetings as requested.

The Coalition of Oregon School Administrators provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, age, marital status, or handicap in accordance with Title VI and VIII of the Civil Rights Act of 1964, Title I of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Oregon State Laws against discrimination.