

Wallowa County

Education Service District

107 SW First Street #105, Enterprise, Oregon 97828
Phone: 541-426-4997 • Fax: 541-426-3732 • www.r18esd.org

Serving: Joseph School District #6, Wallowa School District #12, Enterprise School District #21, Troy School District #54



JOIN US AND LIVE YOUR BEST LIFE IN WALLOWA COUNTY!

Position: Business Manager

Location: Enterprise, OR

Salary: TBD based on education/experience

Contact: Jessie Cunningham: jcunningham@r18esd.org or (541) 426-7600

BUSINESS MANAGER

The Business Manager directs the operations of the Fiscal Services Department to provide effective and efficient business services to our 4 (four) local county Schools and the ESD; and to assist the superintendents in providing the best possible financial and human resource services to our constituent district employees and ESD personnel. The Business Manager must have knowledge of GAAP, budget laws and regulations, and demonstrate knowledge of the audit process and ability to track and manage multiple grants for all Districts. Must have excellent communication and problem-solving skills, and ability to teach or train staff in accounting software, budget process, audit requirements, and grant reports. Must have the ability to verbally respond to common inquiries from various people and realize that timelines at times can be unreasonably short and inflexible.

The position reports to the superintendent, supervises the fiscal services personnel, and is ultimately responsible for the day-to-day operations of the Fiscal Services Department.

The Wallowa County ESD is an Equal Opportunity Employer



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Performance Responsibilities

- Enforces district accounting practices and policies to affirm that all financial records are maintained in accordance with generally accepted accounting principles (GAAP).
- Provides management and oversight or performs the following accounting services and activities: accounts payable, cash receipts, contracts, general ledger, payroll and grant accounting.
- Provides counsel, expertise, and guidance to the superintendents, the boards, district staff, and administrators, in financial, budget, grant and human resource matters.
- Oversee grant accounting including expenditure reporting and auditing of expenditures to submitted budgets.
- Oversee and manage the software accounting system for district revenues and expenditures and cash management in accordance with generally accepted government accounting principles and district policy.
- Assist the budget process in accordance with Local Budget Law; coordinates, plans, and oversees the development of the district budget; monitors budget expenditures to ensure compliance and a positive financial status, in accordance with District, State and Federal Guidelines.
- Oversee the general ledgers and monthly financial statements and assist with journal entries as needed. Also responsible to insure each district's liability accounts (Insurance, PERS, and PR) reconcile on a monthly basis.
- Oversee and prepare financial and other needed reports in preparation for the annual audit.
- Perform other tasks and work-related duties as requested by superintendents.
- MAC (Medicaid Administrative Claiming) Fiscal Consortium Coordinator

Qualifications

- Bachelor's Degree in accounting or a comparable field or evidence of equivalent knowledge of accounting principles, data processing, accounts payable, and payroll procedures.
- Demonstrate skills in accounting software, data processing, spreadsheets and word processing (such as Visions accounting system, MS Word and Excel).
- Ability to operate standard office equipment with 10-key proficiency.
- Excellent written and oral communication skills with a high degree of accuracy.
- Ability to exercise judgment and integrity on the job with confidentiality, tact, and diplomacy.
- Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
- Ability to maintain confidentiality of sensitive and confidential information related to personnel, employee contracts, and legal matters affecting the districts.

Compensation

This position is full-time and year around. The compensation package is competitive with similarly sized districts and negotiable based on experience. Candidates must pass a background check including fingerprints.

Timeline

Applications will be accepted immediately and training could begin as soon as the end of January 2024.

Application Packet Contents

- A completed application form from Wallowa County ESD
<https://www.r18esd.org/about-us/employment>
- A resume including three current references

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Meet Our Community: **Adventure awaits**

Pick a direction to travel from downtown and you are sure to find adventure. World-class hiking, camping, hunting, fishing, and site-seeing are always only a few steps away. The Wallowa County ESD District is located in the beautiful town of Enterprise, Oregon in Wallowa County. Enterprise is located in the northeast corner of Oregon, 65 miles northeast of La Grande and 325 miles east of Portland. Wallowa County is a recreational paradise. Wide-open grassy meadows surround each town, with pine forests to the north and Wallowa Mountains to the South. Wallowa lake is a short 6 mile drive where you will find a historic lodge, cabins, camping and the steepest gondola in North America, which will take you to the top of Mt. Howard where you will find the Summit Grill - Northwest's highest restaurant at 8,150 ft.. To the East, you will find one of the deepest gorges in the world: Hells Canyon. Wallowa County is home to the Eagle Cap Wilderness, glacial lakes, and the wide-open spaces of Eastern Oregon, and is the gateway to Hells Canyon.

Wallowa County ESD: **Passionate People Doing Great Things for kids**

Wallowa County Education Service District, officially known as Region #18 Education Service District, serves approximately 1,091 students in four school districts over an area of about 3,500 square miles. Home school and private school students are also served. The ESD is governed by a locally elected Board of Education. Serving the student population and school districts of the region are dedicated specialists, enthusiastic teachers, and loyal classified employees. Our ESD takes great pride in the quality and scope of its education and support service programs for students and school districts, where excellence is expected.

[Travel Oregon: Wallowa Mountains](#)

[Wallowa County Chamber of Commerce](#)

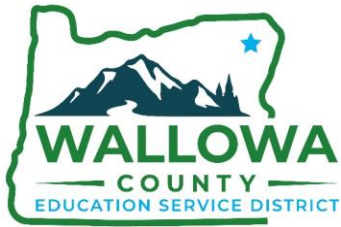
Wallowa County ESD Mission Statement: **Service Focused**

It is the primary mission of the Wallowa County Education Service District to furnish services, which support state and local efforts to provide an efficient and high quality educational opportunity for each public school student residing in the constituent local districts of Wallowa County Education Service District.

Our Vision: **Students First**

We work as a cooperative, creative team, dedicated to enhancing the learning of the communities' children by designing and delivering services responsive to school district needs. Our services strive to demonstrate leadership, wise utilization of resources, cooperative relationships with school districts and other agencies, and a commitment to being a learning and evolving organization.

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Values:

- Children are our most important natural resource.
- All children can learn.
- A strong system of public education is essential to the future of our society.
- Cooperative interagency relationships strengthen services to children.
- Cooperative interagency relationships maximize resources.
- Delivering effective services to schools is a process of continuous improvement.
- Collaborative, supportive working relationships that value diversity within the ESD are vital to achieving our mission.
- A quality and constantly evolving staff are essential to carrying out the mission of the agency.

TO APPLY

To be considered for this position, the application packet must include:

- Cover letter
- Current resume
- [Application Form](#)
- At least three current letters of recommendation
- A list of at least 3 references

All Application materials must be sent to or dropped off at

Wallowa County ESD
Attn: Landon Braden, Superintendent
PO Box 222
Enterprise, OR 97828

Wallowa County ESD reserves the right to reject any or all applications and to not fill the position or to post it again.