

## **Job Posting: Business Manager – Mosier Community School**

**Position:** Business Manager

**Location:** Mosier Community School, Mosier, OR

**Hours:** 25-30 hours per week

**Schedule:** Flexible, with at least one in-person workday per week

**Compensation:** Commensurate with experience

### **About Us:**

Mosier Community School is a small, close-knit charter school located in Mosier, Oregon. Mosier is 5 miles east of Hood River, Oregon and 15 miles west of The Dalles, Oregon. NWASCO School District is our sponsor district. Our mission is to provide a supportive and dynamic learning environment for students, and we are looking for a dedicated, detail-oriented, and proactive individual to join our team as the Business Manager.

### **Position Overview:**

The Business Manager will play a key role in the financial and operational management of the school. This position offers flexible hours and may allow for some remote work, but the individual must be available to work in person at least one day per week. The ideal candidate will have strong organizational skills, a solid understanding of financial management, and a passion for contributing to the growth and success of a community-focused school. Having an understanding of Oregon school financing is preferred.

### **Responsibilities:**

- Oversee the financial operations of the school, including budgeting, financial reporting, and ensuring compliance with all relevant regulations.
- Process payroll, accounts payable/receivable, and other financial transactions in a timely manner.
- Work closely with the school administration to ensure financial decisions align with the school's goals and priorities.
- Assist in the preparation of financial reports for the school board and grant applications.
- Manage school purchasing and contracts.
- Support the maintenance of accurate financial records and documentation.
- Perform other administrative duties as required to support the smooth operation of the school.

### **Qualifications:**

- Proven experience in business management or financial administration, preferably in a school or non-profit setting.
- Strong proficiency in accounting software, Google Suite, and Microsoft Office Suite (Excel, Word, etc.). Knowledge of ERP Pro (Tyler Tech) preferred.
- Knowledge of budgeting, financial reporting, and payroll processes.
- Excellent organizational, communication, and problem-solving skills.

- Ability to work independently and as part of a team.
- Flexibility to work both remotely and in person, as needed.
- A commitment to the mission and values of Mosier Community School.

**How to Apply:**

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to:

Michelle Dawkins  
Executive Director  
Mosier Community School  
michelle.dawkins@nwasco.k12.or.us

Applications will be accepted on a rolling basis until the position is filled.

**Mosier Community School is an equal opportunity employer and values diversity in its workforce.**