



Pinehurst School District #94

15337 Hwy. 66
Ashland, Oregon 97520
541-482-1910
www.pinehurst.k12.or.us

Pinehurst School District is seeking applications for the position of: **Part-Time Business Manager**

Posting Date: October 30, 2024

Summary: We are looking for a motivated person to join our administrative team, to run the financial operations of our 114-year-old school district. Pinehurst School serves approximately 10-15 students of the Greensprings community.

Job Description: The Business Manager is responsible for the oversight of the district's finances. Responsibilities include establishing and maintaining an accounting system consistent with State and Federal laws, regulations, rules and district policy, creation of the district's annual budget, managing and overseeing all district financial operations, contracts, records management, financial reporting, grant management, general ledger, revenue receipt, purchasing and audits.

Qualifications: The Business Manager must have knowledge of standard office practices and procedures. The ideal candidate would have at least a bachelor's in finance or five or more years of experience in full charge bookkeeping and at least two years in public accounting. The position requires excellent typing and computer skills, proficiency in Microsoft Office Suite and QuickBooks, the ability to interpret and condense government documents, regulations, rules and requirements, the ability to operate standard office machines, and the ability to perform difficult accounting work requiring a high degree of independent judgment, initiative and accuracy. The position requires current knowledge of principles and practices of governmental accounting, budget regulations and procedures, and knowledge of general laws, rules, practices and policies governing public fiscal administration. The employee in this position must be flexible, relaxed under stress and willing to learn any new skills required in order to successfully meet the job requirements.

Compensation: Based on qualifications, experience and actual hours hired to work. Pay range: \$25-\$40 per hour, estimated to be .5FTE, or 20 hours per week. Benefits determined by employment or contractor status. Depending on the candidate, this job could be remote. Start date – flexible.

Pinehurst School District 94 is located 21 miles east of Ashland, OR on state-maintained Greensprings Highway 66, in the midst of the Cascade-Siskiyou National Monument at 3600 ft. elevation.

Pinehurst School District 94 is an Equal Opportunity Employer, and in accordance with Federal and State legislation, does not discriminate on the basis of race, sex, age, religion, national origin, handicap or marital status.

To apply, send the following materials to:

Deb Evans, Board Chair
deb@pinehurst.k12.or.us
Pinehurst School District #94
15337 Hwy. 66
Ashland, OR 97520

- Completed [Classified Employee Application](#)
- Current resume with appropriate references
- One-page letter in which you introduce yourself professionally, personally and your salary expectations

Closing Date: Open until filled.