



## **BUSINESS MANAGER/DEPUTY CLERK**

**Classification: Exempt**

**JOB GOAL:**

- ♦ To assure the smooth and efficient operation of the fiscal matters of the district and of the operation of the central office.

**QUALIFICATIONS:**

- ♦ Bachelor's Degree in business administration, business management, education, accounting or a related field;
- ♦ Prior experience in fiscal operations of a public educational facility or related field;
- ♦ Have had successful educational training and experience in business administration of schools and/or accounting;
- ♦ Have knowledge of computer, budgeting and data processing principles and applications;
- ♦ Such alternatives to the above qualifications as the Board of Education or the Superintendent may find acceptable; and
- ♦ Have a First Aid card as requested by supervisor.

**REPORTS TO:**

- ♦ Superintendent

**PERFORMANCE RESPONSIBILITIES:**

- ♦ Attends regularly;
- ♦ Notifies school/department when absent according to contract specifications;
- ♦ Adheres to arrival, rest periods, and departure times;
- ♦ Serve as a member on the Administrative Council;
- ♦ Serve as an advisory to the Superintendent on all questions related to the financial management of the District;
- ♦ Ability to attend all board meetings and to assist the board as requested in making decisions for the operations of the district.
- ♦ Supervises the payroll clerk and components of the personnel clerk and administrative assistant positions;
- ♦ Works closely with and provides direct support to the classified managers;
- ♦ Implements all administrative regulations, board policies, state laws, and federal laws relevant to the financial management of the district;
- ♦ Prepares such fiscal reports and other related materials as are necessary or required by the School Board, the Superintendent, auditors or governmental agencies;
- ♦ Provides supervision of all insurance coverage/risk management, contracts, agreements and transactions affecting the business function of the district;
- ♦ Supervise district's monthly payroll process and audits all employee payments;
- ♦ Accounts payable and receivable clerk that distributes accounts payable and receives revenue in accordance with policies and procedures;
- ♦ Establishes, supervises and maintains a program of accounting/procedures sufficiently to record in detail all money and credit transactions including journal entries that are necessary to prepare the

report on expenditures, revenues, and financial affairs of the district as are required by auditors, laws, the District School Board, and the Superintendent;

- ◆ Assists the Superintendent in the preparation of the budget and administers a budget control system for the district;
- ◆ Develops and publishes the annual budget calendar in accordance with legal requirements;
- ◆ Initiates all legal budget meeting notices according to local budget law;
- ◆ Files the budget and audit according to state, county, and federal laws;
- ◆ Responsible to annually disclose the audited financial statements and adopted budget through the Electronic Municipal Market Access (EMMA) system for all active securities;
- ◆ Audits all bills, maintains a system of purchasing, of recording financial transactions, of controlling inventory and claims against the district, and upon authorization, makes payments from available funds;
- ◆ Manages, supervises, and performs District required duties for:
  - Oregon Department of Education reporting related to finance,
  - Cash management and investments,
  - Debt service and capital projects,
  - Financial accounting, reporting, planning, and budgeting,
  - Personnel management in relation to fiscal services such as staffing changes, position funding, and individual employee notices,
  - Procurement, purchasing, and supply,
  - Fix assets,
  - Grant management, reporting, and claims;
- ◆ Provides a monthly report on the status of the budget for the School Board;
- ◆ Serves as the district's liaison with Pupil Transportation;
- ◆ Serves as the district's representative on the Safety Committee;
- ◆ Serves as the district's Elections Authority - ORS 225.295;
- ◆ Serves as the district's Director of Business Services/Deputy Clerk - ORS 332.515;
- ◆ Serves as the district's Custodian of Funds - ORS 328.441;
- ◆ Serves as the district's Health and Safety Officer - ORS 332.155; and
- ◆ Performs such duties and assumes such other responsibilities as the Superintendent may determine.

#### **PHYSICAL REQUIREMENTS:**

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder, stoop, climb stairs, drive 1-4 hours, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision depth perception, and the ability to adjust focus. While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. There is a moderate degree of physical stamina required with occasional lifting up to 25 pounds.

#### **TERMS OF EMPLOYMENT:**

- ◆ 260 day position

#### **EVALUATION:**

- ♦ Performance of this job will be evaluated in accordance with the provisions of the School Board Policy on evaluation of classified personnel.

**OTHER:**

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 (or the position itself) at any time as it deems advisable.

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

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Employee Signature

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Date

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Employee Print Name

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Date

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Supervisor Signature

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Date

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Supervisor Print Name

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Date