



## **North Lake School District #14**

57566 Fort Rock Road, Silver Lake, OR 97638

Phone 541-576-2121 Fax 541-576-2705

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**Job Description:** Business Manager  
**Reports To:** Superintendent  
**Classification:** Confidential  
**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Represented

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### **JOB SUMMARY**

The person in this position is under the direct supervision of the Superintendent and is responsible for providing the financial leadership necessary for creating and maintaining conditions for a high level of credibility, accountability, and efficiency within the District. With the goal of assuring the District's financial well-being, the Business Manager assists in planning, organizing, directing, and managing the overall financial and business functions.

The person in this position also oversees the food services program. Incumbent is responsible for performing accounting support activities in an assigned section, such as Accounts Receivable, Accounts Payable, or Payroll, and general support to other Fiscal areas as needed.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

#### **Management Role:**

1. Follow and maintains knowledge of all District policies and procedures.
2. Able to prioritize multiple responsibilities and deadlines.
3. Serve as an advisory to the Superintendent on questions related to management of the District.
4. Maintain a working knowledge of the laws of the state of Oregon applicable to school business. With the assistance of the Office Manager, makes necessary and required monthly reports to the Superintendent for distribution to the Board.
5. Work with the Board, community and bargaining committees in supplying needed District financial data.
6. Manage and prepare the annual budget within District guidelines and ensures fiscal compliance.
7. Oversee audit preparations and ensures compliance.
8. Administer and manage the District's cash flow, and invests funds to the best advantage for the District.
9. Appropriately maintain and secure confidential records and inquiries.
10. Professionally represent the schools and the District in interactions with parents, community, staff and students.
11. Complete required reports to local, state and federal government agencies.

12. Prepare and manage the District's E-rate process through USAC.
13. Maintain appropriate certifications and training hours as required.
14. Comply with applicable District, state, local and federal laws, rules and regulations.
15. Attend work regularly and is punctual.
16. Other duties assigned as needed.
17. Attend all scheduled after hours meetings (required).

**Financial Transactions:**

1. Enter or record accounting transactions into accounting system.
2. Maintain accurate accounts payable/receivable files and bank account balances, including depositing funds received into District bank accounts and reconciling all accounts monthly.
3. Compile and sort documents such as invoices, checks, or reimbursement request forms substantiating business transactions.
4. Check source documents to determine completeness, accuracy and proper authorizations. Maintain essential records and files.
5. Receive funds, records amounts received and prepare records of transactions.
6. Ensure and arrange for proper signature authentication with financial institutions.

**Accounting Records:**

1. Monitor and track all revenues and expenditures of the District.
2. Keep accurate District records on all financial transactions using data software program.
3. Prepare journal entries and vouchers, and post to District books.
4. Maintain appropriate accounting codes to ensure the accuracy of districtwide financial reporting within budget parameters and board policy.
5. Record individual expenditure, encumbrance or revenue items.

**Accounts Payable:**

1. Research and verify accounts payable invoices.
2. Process invoices for payment.
3. Verify invoice approvals.
4. Run and distribute vendor check payments.
5. Maintain vendor filing systems.
6. Respond to vendor inquiries, research billing status, process credit card reconciliation payments, and resolve issues with vendors.

**Accounts Receivable:**

1. Prepare bank deposits.
2. Post payments to appropriate accounts.
3. Review past due invoices.
4. Maintain the detail and summary spreadsheets for unallocated funds.
5. Prepare invoices; review and post.
6. Respond to customer service inquiries, research billing status, process credit card payments, and resolve issues with customers.
7. Communicate with district staff and vendors to gather information about billings, accounts, etc. to identify and resolve problems.

8. Establish and supervise a program of accounting sufficiently to record in detail all money and credit transactions, including student body funds.
9. ODE Grant Management, Consolidated Collections, and CNP Program collections and reporting.
10. Responsible for management and budget of Food Service Program, including all federal reporting.
11. In every aspect of this position, employee must exercise high standards of honesty, ethics and transparent behavior, including but not limited to: working with district funds, communication and relationships with staff, students and the public; use of time and district property as well as representation of absence from duty leave.

**Contracts Purchasing:**

1. Assist district staff with preparation of expenditure contracts.
2. Maintain useful and up-to-date vendor list.
3. Maintain up-to-date information relative to the procurement function.
4. Research and verify accounts payable invoices.
5. Process invoices for payment.
6. Verify invoice approvals.
7. Run and distribute vendor check payments.
8. Maintain vendor filing systems.
9. Respond to vendor inquiries, research billing status, process credit card reconciliation payments, and resolve issues with vendors.

**Payroll:**

1. Perform payroll data entry.
2. Maintain payroll database; complete check runs and review for accuracy.
3. Handle filing, answer telephone calls, and answer employee questions regarding checks, benefits as they relate to payroll, and leaves.
4. Set up and maintain employee payroll files.
5. Prepare and process special payroll runs such as terminations and balance of contract payrolls.
6. Calculate and pay payroll taxes, generate quarterly reports including, but not limited to, unemployment and PERS.
7. Process payments to payroll vendors and answers vendor questions.
8. Report and reconcile PERS information; respond to PERS data requests.
9. Establish payroll schedules and complete the District payroll each month, including all payroll taxes; keep necessary employee records related to payroll.
10. Coordinate employee benefits and PERS tracking.
11. Act as District liaison, communicating and corresponding regarding OEGB, PERS, employee benefits, payroll and the budget.
12. Provide supervision of all liability insurance coverage, contracts, agreements and transactions affecting the District, including Worker's Compensation Insurance.

**Office Support:**

1. Respectfully greet and assist all visitors, answer phones, forward messages, and respond to inquiries.
2. Provide back up support to office personnel.
3. Be knowledgeable of school policies and procedures and convey them in an honest, factual and sympathetic manner.

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### **MARGINAL DUTIES AND REPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attend staff meetings and trainings as required.
  2. Work collaboratively and communicate effectively with staff, students and parents.
  3. Travel up to 100 miles round trip periodically to make bank deposits.
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### **SUPERVISORY RESPONSIBILITIES**

All school employees have responsibility for supervising students and assisting in maintaining a safe environment at all times. Regular communication and collaboration with Administration regarding employee issues and requests is expected.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prior bookkeeping and payroll experience. Bachelor's Degree in finance, business administration, or accounting preferred. Successful work experience in school business preferred.
2. Equivalent education and professional experience as the District may find appropriate and acceptable.
3. Work requires an understanding and application of accounting practices; two years related experience or equivalent training.
4. Strong skills in computer operations including data entry/maintenance in fiscal software (financial accounting system or similar equivalent); Microsoft Office Suite, including intermediate to advanced proficiency in Excel, Word, and Outlook.
5. Ability to read, understand, apply and explain District and department policies and procedures; requires detailed knowledge of department functions.
6. Able to maintain confidentiality in daily work activities and the confidentiality of sensitive material
7. Certificates as determined by the District including a valid driver's license.

### **LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions.

**MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate discounts, interest, ratios, percentages, etc.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems and collect data.

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**OTHER SKILLS AND ABILITIES:**

Ability to work collaboratively. Ability to establish and maintain effective working relationships with coworkers. Ability to maintain confidentiality; listen to others without interrupting; remain open to others' Ideas; and contribute to building a positive team spirit.

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**PHYSICAL DEMANDS**

The physical demands strength rating reflects the estimated overall strength requirements of the job.

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 this job, the employee is: Regularly required, in an 8-hour day, to sit for 3-5 hours; stand/walk/move around for 1-4 hours. Regularly required to talk and hear.

Regularly required to use hands to finger, handle or feel objects, tools or controls.

Lifting 20 pounds occasionally with frequent sitting and occasional standing / walking.

Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop and/or bend.

Occasionally required to travel within the district, and infrequently travel outside the district.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is generally performed in an office environment with usually low to moderate noise levels but with frequent interruptions 4 out of 5 days a week. Must be able to work on a computer for extended periods of time. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

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## OTHER

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

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.

Prepared By: Administration

Prepared Date: January 2024

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Employee

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Date