



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

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p: 360-496-5300 • f: 360-496-5399

www.morton.k12.wa.us

 @MortonSchoolDistrict214

 @MSD21214

Morton Jr/Sr High School

152 Westlake Ave • Morton, WA 98356

p: 360-496-5137 • f: 360-496-6035

Morton Elementary School

400 Main Ave • Morton, WA 98356

p: 360-496-5143 • f: 360-496-0327

Job Title: Business Manager/Human Resources/Payroll Specialist

Reports To: Superintendent

Job Summary

This position is responsible for keeping accurate records of the District's financial program and assisting the Superintendent in managing District finances and administering the budget. In addition, this position is to oversee the recruiting, hiring, training and retaining quality employees to support the mission. The position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. This position also provides full spectrum administrative support in the District office including matters of a confidential nature.

Essential Duties and Responsibilities

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

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Keeps accurate District records on all financial transactions.
3. Maintains a working knowledge of the laws of the state of Washington applicable to school business.
4. Makes necessary and required monthly reports to the Superintendent for distribution to the Board.
5. Makes bank deposits, as necessary, and balances to the Treasurer on a monthly basis.
6. Prepares vouchers and posts to District books.
7. Manages and prepares the annual budget within District guidelines and ensures compliance with program requirements.
8. Assists building principals with grant writing and general oversight of the process.
9. Tracks grants and monitors revenues and spending.
10. Process monthly grant claims through the EDS system.
11. Corresponds effectively with vendors and reconciles all vendor statements.
12. Completes required fiscal and HR reports to local, state and federal government agencies.
13. Tracks and informs staff on all DRS information.
14. Oversees correspondence and answers inquiries regarding DRS, medical insurance, payroll and budget, requiring knowledge of appropriate procedure and policy.
15. Attends school board meetings.
16. Oversees CPR preparations and ensures compliance.
17. Oversees audit preparations and ensures compliance.
18. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Jordan Austin, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, jaustin@morton.k12.wa.us

prepare in a usable format for Superintendent, Transportation Department, and Maintenance Department.

19. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
20. Keeps necessary employee records related to payroll and completes the District payroll each month including all payroll taxes and payroll schedules.
21. Maintains accurate accounts payable files and bank account balances, including depositing funds received into District bank accounts.
22. Designs and directs the hiring process for all certificated and/or classified district employees, in cooperation with the administrators/supervisors for the purpose of assuring consistency in the District and ensuring compliance with state and federal law and contractual provisions.
23. Ensures accurate and timely filing of payroll records.
24. Maintains all health insurance system changes.
25. Tracks and inputs all employee leave usage data.
26. Performs adjustments to voluntary/involuntary deductions.
27. Codes and calculates accuracy of monthly time sheets for all district employees and substitutes.
28. Maintains teacher certification records.
29. Acts as District liaison for medical insurance, payroll, Workers' Compensation, unemployment insurance and budget questions.
30. Prepares required registers and reports for Board approval.
31. Provides training to District administration for the purpose of ensuring that personnel policies and procedures are understood and implemented fairly and appropriately.
32. Oversees, supervises, and is accountable for management aspects of the Human Resources department including the evaluation of staff.
33. Participates in labor-management meetings and follow-up action based on labor-management discussion/meetings, works proactively to resolve issues before they become formal grievances and utilizes problem solving and mediation techniques to bring about resolution where appropriate.
34. Participates in the negotiation process as a member/lead of the district negotiations team, prepares district proposals, drafts contract language, and coordinates staff and meeting times.
35. Appropriately maintains and secures confidential records and inquiries.
36. Professionally represents the school and the District in interactions with parents, community, staff and students.
37. Maintains appropriate certifications and training hours, as required.
38. Complies with applicable District, state, local and federal laws, rules and regulations.
39. Attends work regularly and is punctual.

Marginal Duties and Responsibilities

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 in-service trainings.
2. Attends staff meetings, as needed.
3. Present financial data to the Board of Directors.
4. Assists departments supervised, as needed.
5. Serve on Board negotiations team.

Supervisory Responsibilities

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.

- **Education and/or Experience:** Bachelor's degree (B.A.) in business, accounting or related field or equivalent from four-year college or university and/or prior successful experience working in an educational fiscal department position.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, parents and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations. Ability to verbally respond to common inquiries from staff, Board, regulatory agencies, or members of the business community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference and basic algebra. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, fractions, proportions and percent and to draw and interpret bar graphs and apply in practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Access, Google Docs. Ability to type accurately and proficiently. Experience working with WSIPC based school data systems.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Demonstrated ability to provide accurate data and reports under tight time constraints required. Must be able to work non-standard hours to support District needs.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and Driver's License.

Physical Demands

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 or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle and/or reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon student population and activities. The employee may have to drive to various District locations and be exposed to outdoor weather conditions. The employee may be exposed to blood borne pathogens.

Other

n/a

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. The district may not violate any federal, state, or local law, regulation, or contract in its addition to, modification of, or deletion of this job description or the position itself.