

North Central Educational Service District

Job Description – Business Manager

Title: Business Manager
Department: Administration
Classification: Confidential
Supervised by: Superintendent
Work Year: 260 Days or Assigned by Superintendent

Position Purpose:

This purpose of this position is to assist the superintendent in their administrative duties of fiscal management, provides secretarial support to the Board of Directors and implements all administrative regulations, board policies, state and federal laws relevant to the financial management of the District. This position is classified as confidential under ORS 243.650 (6), based on the position's involvement in the research and preparation of documents for collective bargaining.

Job Qualifications: Education and Experience:

- High School Diploma or equivalent required.
- Bachelor's or Master's Degree preferred.
- Previous experience in ESD budget oversight and experience preferred.
- Computer literacy in support of the budgeting function, data processing, programs and procedures.
- Physical and mental attribute sufficient to perform essential functions.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Certified School Business Administrator Certification & CPA preferred
- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district drug screen

Essential Job Functions:

1. Sets up controls for closing year-end expenditures of each fiscal year as of June 30; sets up accounts receivables for revenues not yet received at year-end; closes out outstanding encumbrances; processes roll over of budget to the new fiscal year; accounts for taxes receivable at year-end.
2. Ensures Sherman, Gilliam and Wheeler counties receive full revenue amount for property taxes.
3. Disburses performance grants to component districts in accordance with ESD policy and Local Service Plan.
4. Accounts for performance grant expenditures by component districts.
5. Reconciles books; reconciles monthly bank statements; reconciles the monthly statement of treasury bills invested; reconciles liabilities accounts; records closing monthly entries, issues balance sheet and revenue/expenditure reports.
6. Creates departmental budget changes for business support services.
7. Provides budget report information to the ESD Board at the monthly board meetings.
8. Ensures that all legal notices are posted as required by statute. Files approved budget with appropriate agencies.
9. Possesses complete knowledge of the ESD's financial accounting system, from daily operations to product enhancement and updates.
10. Annually recommends to the Superintendent proper timing to invest surplus monies into the safest funds available with highest yielding instruments.
11. Prepares annual audit of financial statements.

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12. Demonstrate professional character in all job responsibilities. Display courteous, polite disposition, exercising tact and diplomacy. Maintain confidentiality in reference to staff and administration in all aspects of agency.
13. Provide assistance and follow through to questions and inquiries; when necessary, direct questions and concerns to appropriate ESD staff.
14. Complete job responsibilities with supervision responsibilities
15. Assist with department budget preparations and monitor department budgets.
16. Supervise and coordinate purchase orders and accounts payable functions ensuring expenditures are charged to appropriate accounts.
17. Payroll preparation for department staff: Track individual work calendars, request for leave forms, work calendar exchange forms and timesheets for all department employees, ensuring staff turn in forms for all leave taken, and ensuring staff do not work more or less than their annual work calendar.
18. In Superintendent's absence, make independent decisions within limits of agency policies and procedures regarding department matters.
19. Provide professional skills in e-mail, word processing, spreadsheet applications, verbal communication and written composition for the purpose of relaying information to appropriate parties.
20. Maintain a regular filing system (electronic and paper) and department inventories.
21. Demonstrate flexibility and adaptability to acquiring new tasks and learning new skills.
22. Perform other related duties, as assigned, to support the success of the agency.
23. Process accounts payables and monthly payroll.
24. Assists with human resources by preparing recruitment notices; processing personnel documents; and maintaining personnel information in the computer financial system.
25. Assists in the research and preparation of documents for collective bargaining.

Department Specific Responsibilities:

- Attends all board and budget committee meetings and is the recording secretary. Mails notices and agendas for ESD Board meetings and prepares minutes for distribution and filing.
- Secures data for board member elections.
- Assists Budget Officer in preparing budget.
- Monitor personnel policies and practices for effectiveness and legal compliance.

Knowledge, Skills and Abilities:

- Ability to work effectively and cooperatively with staff, local district personnel and constituent agencies.
- Demonstrated effectiveness in organizational and coordination skills.
- Demonstrated written, verbal and interpersonal communication skills.
- Maintains professional and technical knowledge by participating in professional development activities.
- Ability to undertake responsibilities and complete assignments with minimum supervision.
- Knowledge of ESD laws and follows and supports ESD policies and procedures.
- Knowledge of reports required by law relative to fiscal management. Demonstrate effectiveness in organizational and coordination skills.
- Demonstrate written, verbal (in person and by phone) and interpersonal communication skills.
- Demonstrate computer skills, including word processing, database, spreadsheet applications, web design, and maintenance skills.
- Ability to exercise independent judgment and aptitude for handling and processing privileged information with professional integrity.
- Complete projects in an accurate and timely manner.
- Ability to work effectively and cooperatively with staff, school personnel and constituent agencies.
- Ability to undertake responsibilities and complete assignments with minimum supervision.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|-------------------------------|---|---|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|------------------------------|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|--|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

☒ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

☐ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date