

**CORBETT SD 39**  
**1.0 FTE Business Manager (84327)**

**JOB POSTING**

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**Job Details**

*Posting ID*

**84327**

*Title*

**1.0 FTE Business Manager**

*Description*

Position is Confidential/Supervisory or Administrative depending on licensure and under the supervision of the Superintendent  
Training in June if possible, with official start date July 1, 2026, open until filled  
260 Days per year, PERS pick up of the employee 6% contribution, full comprehensive health, vision and dental insurance with no out of pocket expenses for medical and pharmacy

**Job Purpose Statement:** This is a hands-on job with a small, rural school district in East Multnomah County only 30 minutes from downtown Portland. Corbett School District is a K-12 public charter district and is recognized as a top performing district in the country.

**General Duties:**

Provide excellent customer service to employees and community members  
Effectively manage their schedule and priorities with minimal oversight  
Build relationships and trust with staff, families and community through consistency, clear and professional communication, and empathy  
Guide improvements and upgrades to fiscal policies and processes to optimize the functionality of the business office

**Essential Job Functions:**

Cash Management - forecast cash over an annual basis to ensure payroll, benefits and other payable are fully funded, review cash transaction on a daily basis to ensure transaction are book, transfer funds as needed  
Debt Management - ensure all debt payments are processed and book timely; support the district in reducing debt obligations and ensure future debt obligations are properly segregated  
Accounts Payable (AP) - oversee and train staff to process checks & ACH payments in ERP Pro (Tyler Tech) and assist with management of payment processing to ensure timeliness  
Accounts Receivable (AR) - produce invoices for customers and input cash receipts/deposits; create system for monitoring outstanding AR  
Payroll - review new employees into the payroll system, Oversee and review monthly payroll for about 115 employees plus other staff stipends, oversee and train staff on processing payroll liabilities and tax payments as well as monthly, quarterly and annual reporting  
Audit - Act as primary point of contact for auditors and provide requests and documentation as necessary  
Oregon Department of Education (ODE) reporting - prepare and submit reporting as required by District business office  
Board Reporting - using Forecast 5 prepare and present the District financial reports at monthly board meetings  
Management Reporting - review and train administrative & supervisors on expense reports and assist with financial analysis when necessary  
Budgeting - manage the budget cycle, prepare budget variance analysis, work with administration to determine budget parameters, prepare budget documents (Enterprise Scenario Planning) and present to the budget committee  
Employee Tax Reporting - Oversee and train staff with the preparation and submittal of all required IRS and State employment reporting including 941, 1099, 1095c and W2  
Union Negotiations - provide Superintendent analysis on proposed terms and participate in union negotiations as needed, work with employee and state union representatives to resolve employment issues  
Project Management - manage real estate transactions, loan acquisitions, and large scale improvements  
Month End and Year End Close - prepare month-end and year-end reconciliations and GL entries

Local, State and Federal Grants - assist with preparation and submission of grant applications including budget narratives, assist administrative team with following compliance guidelines, perform grant reconciliations, claiming and year-end A-133 reconciliations to prepare for annual audit

**Experience Required:**

three plus years accounting/finance experience with school-based or governmental related preferred

**Education Required:**

Bachelor's Degree in Accounting or Finance  
Official transcripts and test results upon hire

**Skills, Knowledge and Abilities Required:**

Perform financial activities, effectively communicate with the superintendent, administrators, school board members, staff and community in verbal and written form and enter and analyze data using databases, spreadsheets and financial software  
Study of Oregon principles of corporate (public and private) financial management and employment laws

Work as part of a team and be willing to be flexible in working with a wide variety of people and tasks; sit and/or stand for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of situations

Significant physical consistency in an office environment and administrative setting, including making repetitive hand-movements with typing for a minimum of three hours plus per work day  
Dedicated to the school community and building and sustaining positive relationships among our staff, students and community members. We collaborate and support each other with flexibility because we believe that is what it takes to serve the needs of every student. Individual team member's contributions should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor organization to the work identified. Flexibility, dedication, and support are what our students and staff require to thrive.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, pregnancy, childbirth or a related medical condition<sup>2</sup>, age, veterans' status<sup>3</sup>, service in uniformed service, familial status, genetic information, and individual's juvenile record that has been expunged, and disability<sup>4</sup> if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. (see Policy GBA)

<i>Shift Type</i>	<b>Full Time</b>	<i>Salary Range</i>	<b>\$100,000.00 to \$140,000.00</b>
<i>Salary Code</i>	<b>Annual</b>	<i>Position Type</i>	<b>Administrator</b>
<i>External Job Application</i>	<b>OR Teacher Application</b>	<i>Internal Job Application</i>	<b>OR Teacher Application</b>
<i>Location</i>	<b>District Position</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**SchoolSpring**

<i>Job Categories</i>	<b>Administration:</b> Business/Finance <b>Support Staff:</b> Administrative Assistant, Accounting/Bookkeeping
<i>Job Type</i>	<b>Full-time</b>
<i>Grade Level(s)</i>	<b>Not applicable</b>
<i>Degree Preferred</i>	<b>Bachelor</b>
<i>Experience Preferred</i>	<b>3</b>
<i>Work Eligibility</i>	<b>Citizenship, residency or work visa required</b>
<i>Employment Start Date</i>	<b>To Be Determined</b>

**Job Application Timeframes**

Internal Start Date **02/19/2026**  
Internal End Date **03/01/2026**

General Start Date **02/19/2026**  
General End Date **04/08/2026**

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>
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