



Roseburg Public Schools

A community partnership dedicated to academic and personal success for every student ...

**Whatever
it takes!**

An Invitation to Apply:

Budget and Accounting Manager



Roseburg Public Schools is seeking a Budget and Accounting Manager to plan, direct, control, and evaluate budget preparation and the day-to-day operations of the accounting and payroll departments.

COMPENSATION

- 2022-2023 Salary \$88,986 - \$100,055
- 12 month Contract
- Benefit Package (medical, vision, dental, life, disability, and district-paid retirement fund contributions)

For more information contact:

Tracy Powell
Human Resources
Roseburg Public Schools
1419 NW Valley View Dr.
Roseburg, OR 97471
541-440-4010 or
tdpowell@roseburg.k12.or.us

APPLICATION PROCESS

Applications are accepted through Roseburg's Private Label Frontline Recruit & Hire website.

A link to this site is located on the District's website at

www.roseburg.k12.or.us.

**Applications are being accepted until
September 23, 2022.**

THE AREA

The North Umpqua River, which novelist Zane Grey called the most beautiful river in the world, as well as the South Umpqua River, winds through this family-centric community. Located centrally to the Oregon Coast, Crater Lake National Park, and the City of Eugene, Roseburg is home to an historic downtown, a museum of natural history, the Umpqua Valley Arts Center, the Festival of Lights, Wildlife Safari, and Music on the Half Shell.

THE DISTRICT

Roseburg Public Schools serves over 5500 students on 13 campuses: 1 high school (9-12), 1 charter high school, 1 virtual school (K-8), 2 middle schools (6-8), and 8 elementary schools (K-5). Committed to excellence in every aspect of its operation, the district has gained a reputation as a school system dedicated to achieving high standards for all students. The community is supportive of our local schools with many employers and service groups encouraging and facilitating volunteerism in our schools.

DESIRED QUALITIES AND QUALIFICATIONS

DISTINGUISHING CHARACTERISTICS

Plan, organize and direct accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; coordinate and direct personnel, communications and record-keeping functions to meet organizational accounting needs and assure smooth and efficient fiscal activities; supervise and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in accounting or related field (preferred) or a minimum of five years increasingly responsible governmental accounting experience including the review, evaluation, maintenance and adjustment of funds, budgets and accounts. Supervisory experience is preferred.

LICENSES AND OTHER REQUIREMENTS

Valid state driver's license.

Certified Public Accountant certificate preferred



KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Management of accounting and school district budgetary operations and activities of including the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
- Applicable laws, codes, regulations policies and procedures.
- Generally Accepted Accounting Principles.
- Management of federal, state and local grant funds, expenditure projections, and grant claims.
- Budget preparation and control.

ABILITY TO:

- Plan, organize and direct accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
- Assist in establishing and maintaining fiscal time lines and priorities.
- Assist in the development and implementation of fiscal programs, policies and procedures.
- Assure proper and timely resolution of accounting issues, errors and discrepancies.
- Work independently with little direction.