

# Lowell SD 71

## Business Manager (2270)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**2270**

*Title*

**Business Manager**

*Description*

Lowell School District  
Position Opening  
**Business Manager**

#### **STARTING DATE**

Upon hire

#### **WORK YEAR**

260 day contract  
20 days of paid vacation; 11 paid holidays

#### **BASE SALARY**

\$90,000-110,000 Based on experience  
20 paid vacation days  
11 paid holidays  
Medical, dental and vision  
Employer paid PERS  
\$25,000 Life Insurance

#### **APPLICATION DEADLINE**

Until filled

#### **THE POSITION**

The Lowell School District seeks an outstanding, highly qualified business manager.

#### **POSITION SUMMARY**

The District Business Manager is responsible for overseeing and managing the financial and business operations of the school district. This role ensures fiscal responsibility, compliance with regulations, and efficient allocation of resources to support student success. The Business Manager works closely with the Superintendent and School Board to develop and implement financial strategies that align with the district's educational goals.

#### **RESPONSIBLE TO**

Superintendent, but must work collaboratively with all members of the administrative team and staff

#### **DUTIES**

May include, but are not limited to, the following:

1. Prepare monthly and quarterly state and federal reports
2. Maintain accurate accounting records essential for auditing
3. Act as primary point of contact for auditors and provide documentation as necessary
4. Assist Administrators in budget planning
5. Assist the Superintendent, Principal and department managers as needed with reporting, purchasing and applicable human resource issues
6. Verify funds which are budgeted to determine if adequate funds are available for specific activities
7. Oversee and track grant budgets and expenditures
8. Prepare revenue and expenditure analysis
9. Collaborate with the Human Resources department to complete overlapping tasks
10. Prepare the school district payroll and all associated duties

11. Manage employee benefit programs
12. Manage PERS reporting
13. Work with the Superintendent and District Secretaries to ensure that all state reports are accurate and submitted properly
14. Assist employees with business and applicable human resource related issues
15. Coordinate purchasing and process accounts payable
16. Deposit school district receipts in banks designated by the school board
17. Responsible for contracted Business Services for the charter schools
18. Direct, supervise and evaluate Business Office Accountant and Business Office Technician
19. Attend all budget meetings and board meetings as needed
20. Represent district as collective bargaining team member
21. Manage insurance claims and programs
22. Maintain district equipment inventory records
23. Be responsible for the preservation of district business records and documents
24. Maintain Business Office calendar of scheduled meetings, projects and due dates
25. Track and monitor all construction and remodeling projects
26. Maintain ongoing professional development education
27. Actively seek out, research and implement cost savings and increased efficiency practices
28. Work positively and collaboratively with members of the administration and cabinet
29. Establish and maintain effective working relationships with those contacted in the course of work
30. Other duties as assigned by the administration

## REQUIREMENTS

- Ability to work flexible hours, attending early morning or evening meetings as needed
- Ability to lift up to 25 pounds
- Ability to bend, sit, squat, and twist

## EXPERIENCE

Bachelor's degree in accounting, Finance, Business Administration, or equivalent job experience

## EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

## TO APPLY:

- Application
- Letter of interest stating your qualities and reasons for seeking this position
- May include resume and letters of recommendation but not required

Online application accepted through the district website: [www.lowell.k12.or.us](http://www.lowell.k12.or.us) .

**If you have questions, please contact Michelle Stephens at 541.937.5095 or email at [Stephens@lowell.k12.or.us](mailto:Stephens@lowell.k12.or.us)**

The Lowell School district complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability.

The Lowell School District's policy is to provide veterans and disabled veterans with preference as required by law. Applicants requesting veteran's preference must provide certification of eligibility for preference in addition to other requested materials.

*Shift Type*  
*Salary Code*  
*External Job Application*  
*Location*  
*Minimum Qualifications*

<b>Full-Time</b>	<i>Salary Range</i>	<b>\$90,000.00 to \$110,000.00</b>
<b>Per Year</b>	<i>Job Category</i>	<b>District Administrative</b>
<b>Classified</b>	<i>Internal Job Application</i>	<b>Classified</b>
<b>District Wide</b>	<i>Posting Status</i>	<b>Active</b>

Screening

**Job Application Timeframes**

Internal Start Date     **06/12/2025**  
Internal End Date

General Start Date     **06/12/2025**  
General End Date

**Job Pools**

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

**Alternate Job Contact**

Name	Title
Location	Phone
Email	

**References**

Automatically Send Reference Check	Yes	Reference Check Form	Classified Survey
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