**Nyssa School District**

**Job Description**

**Job Title:** Business Manager

**Reports To:** Superintendent

**FLSA Status:** Exempt

**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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential 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. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Keeps accurate District records on all financial transactions, including federal projects and migrant summer school.
3. Assists the Superintendent, Board and staff in providing and analyzing financial data to ultimately improve daily operations.
4. Responsible for budget development and assists with long range financial planning for the District.
5. Maintains a working knowledge of the laws of the state of Oregon applicable to school business.
6. Makes necessary and required monthly reports to the Superintendent for distribution to the Board.
7. Ensures bank deposits are made, as necessary, and reconciles bank statements on a monthly basis.
8. Keeps necessary employee records related to payroll and completes the District payroll each month.
9. Prepares District financial reports and ensures that report formats meet all state and federal reporting requirements.
10. Completes required reports to local, state and federal government agencies.
11. Oversees audit preparation.
12. Manages annual building budget within District guidelines and ensures compliance with program requirements.
13. Works with the Superintendent/Clerk on budgeting and election projects.
14. Complies with federal and state laws governing purchase of supplies and equipment.
15. Participates in bargaining of employee contracts by providing cost analysis during contract negotiations.
16. Responsible for training of business/payroll clerk in business office procedures.
17. Appropriately maintains and secures confidential records and inquiries.
18. Professionally represents the school and the District in interactions with parents, community, staff and students.
19. Maintains appropriate certifications and training hours as required.
20. Complies with applicable District, state, local and federal laws, rules and regulations.
21. 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. Attends in-service trainings.
2. Attends staff meetings.

**SUPERVISORY RESPONSIBILITIES**

Supervises and directs the work of business/accounting clerk(s). 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.

* Bachelor’s degree (B.A.) in Business, Accounting or related field. At least three years prior successful experience working in a school finance setting or equivalent combination of education and experience.
* 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.
* Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, and small group situations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* General knowledge of computer usage and ability to use standard school software, district accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, and Excel. Ability to type accurately and proficiently.
* Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors.
* Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and Oregon Driver 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 or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 10 pounds. The 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. Employee may be exposed to bloodborne pathogens.

**OTHER**

**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.

Adopted Date: November 12, 2012

I have read and understand this job description.

**Signature: Date:**

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