



Job Announcement : Business Manager/Controller

Posting Dates: February 6, 2026 - until filled

Summit Learning Charter (SLC) is seeking a detail-oriented, proactive Business Manager/Controller to join our administrative team. At SLC, we pride ourselves on being a forward-thinking educational community. We are looking for a financial professional who doesn't just manage numbers but understands that sound fiscal health is the foundation for student success and innovation.

Summit Learning Charter began in 2008 and has had continuous growth with a current enrollment of over 1450 students. We are a K-12 blended virtual school that is sponsored by the Estacada School District, committed to providing students with a flexible, personalized, and rigorous education that combines online learning with in-person support. We are a team of professional educators who have diverse experiences working with young people.

## **The Opportunity**

As our Business Manager/Controller, you will serve as the lead for our business office operations, ensuring the integrity of our general ledger and the precision of our payroll systems. You will report to the Executive Director while operating with a high degree of autonomy, designing internal controls and providing the financial insights that allow our leadership team to make informed decisions. This is a role for a "super-user" who enjoys complex problem-solving and refining systems for maximum efficiency.

This position requires a strong understanding of nonprofit accounting principles, along with knowledge of Oregon education finance and reporting requirements

## **Schedule, Compensation & Benefits**

- **Duration:** 12-month position (260 days).
- **Salary:** \$82,920- \$137,445 based on related years of experience.
- **Location:** Hybrid between Eagle Creek school campus and home office.
- **Time Off:** paid holidays, paid sick leave, and paid vacation time.
- **Benefits:** SLC offers a generous comprehensive benefits package through OEBB, including medical, dental, and vision coverage for you and your family, life insurance and long term disability coverage. Monthly Phone/Technology stipend, SLC apparel.
- **Retirement:** PERS and PERS pick-up, and voluntary 403 (b) options.

## **Essential Functions**

### **General Ledger & Financial Integrity**

- Act as the functional "super-user" for our ERP software (School ERP Pro formally i-Visions), managing upgrades and process improvements.
- Maintains accurate, up to date records of accounts receivable, accounts payable, and the financial position of the school.
- Maintain the General Ledger and Chart of Accounts; oversee all month-end and year-end closing activities.
- Direct the preparation of authorized journal entries and perform monthly bank reconciliations.
- Manage cash flow and liquidity while providing administrative oversight for the P-Card program.
- Maintain W-9s and prepare annual 1099s.
- Establishes, monitors, and manages all safety and risk management policies and procedures. Maintains appropriate levels of insurance to protect school property and potential liabilities.

### **Audit & Grant Excellence**

- Coordinate with external auditors for the annual financial audit, preparing all necessary documentation and technical responses.
- Performs grant reconciliation and collaboration with the leadership team on grant funding process.
- Enforce internal control frameworks to safeguard SLC's assets.

### **Payroll & Benefits Stewardship**

- Process monthly payroll process, ensuring accuracy in PERS reporting, tax withholdings, and voluntary deductions.
- Ensure all processes remain compliant with current labor laws, and BOLI regulations.
- Reconcile monthly benefits invoices.
- Collaborate with HR on enrollment audits.
- Prepare and submit quarterly payroll reports.
- Prepare year end W-2's.

### **Strategic Financial Analysis**

- Perform in-depth budgetary and statistical analysis to support the leadership team.
- Collaborate with the Executive Director to develop the annual budget, leading forecasts for personnel costs and revenue.

### **Qualifications**

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration or other related focus.

- **Experience:** 5–7 years of progressive experience in professional accounting and payroll, with a minimum of 2 years experience within a school district or public sector environment.
- **Tech Savvy:** Skilled experience in cloud based School ERP Pro (formerly iVisions), cloud based version preferred. Expert-level Excel skills and comfort with automated financial systems (GASB and PBAM standards and Oregon local and educational budgets and law knowledge is a must).
- **The "SLC Fit":** You are a self-starter who works harmoniously with a diverse team, communicates clearly with others, and thrives under the pressure of deadlines without needing close supervision.

## Work Environment & Physical Demands

We operate within our school building and professional office environment, as well as from our personal home offices. This hybrid schedule allows for in-person collaboration and support along with flexibility and private work space through remote work days.

Physical requirements include the ability to sit or stand for extended periods, occasional reaching, light bending, and stooping to access physical files or office supplies, and general fine motor skills for computer work.

## Application Process:

A complete application and required documents must be submitted through the online portal ( <https://estacada.schoolspring.com/?jobid=5522784> ) to be considered for this position. Any offer of employment will be contingent on successful reference checks, finger prints process, credit and background check. A start date will be determined based on the successful candidates availability to start.

In accordance with Oregon law Summit Learning Charter does not request information about applicants age, birth date, or education dates in application materials. Please remove dates of education from résumés and transcripts. If you choose to include dates, it is voluntary and will not be used unless allowed under the law.

In accordance with Oregon Law, Summit Learning Charter provides preference to qualified veterans in our hiring processes. Applicants wishing to claim veteran's preference must provide appropriate documentation (e.g., DD Form 214/DD Form 215 or National Guard Report of Separation and Record of Service) at the time of application. For questions or assistance with Veterans Preference, please contact [agiusto@summitlc.org](mailto:agiusto@summitlc.org) or 503-908-5360.

Summit Learning Charter is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, or disability.

We are committed to providing a barrier-free recruitment process. We believe that talent comes in many forms, and we want to ensure every candidate has the opportunity to showcase their skills. If you require a reasonable accommodation to participate in the application or interview process, please contact the Human Resources Department at (503)908-5360 or via email at [agiusto@summitlc.org](mailto:agiusto@summitlc.org).

If you have questions about the application process or this employment opportunity, contact Human Resources at (503)908-5360 or [agiusto@summitlc.org](mailto:agiusto@summitlc.org).