



Dallas Community School Position Description

Dallas Community School: Business Manager

Organization: Dallas Community School, 124 SW Walnut Avenue, Dallas, Oregon 97338

Website: Dallascommunityschool.org

Position Title: Business Manager

Classification: Classified-permanent

Status: Full time, exempt, salaried position

Supervised by: Dallas Community School Executive Director

Schedule: Typically, Monday-Friday, 8am-4pm. 12 months position (220 work days/145 noncontract days including weekends). Occasional evenings and weekends required. Flexible work schedule options may be available.

Base Salary: \$49,000,

Benefits: 5 paid holidays, sick and personal leave, school paid PERS retirement plan, health and dental insurance.

About Dallas Community School

Dallas Community School (DCS) is a public charter school located in Dallas, Oregon. Organized and operated by a grassroots nonprofit called Community Innovation Partners, Dallas Community School provides personalized learning opportunities currently for students in grades K-8. The school is in the process of developing a high school program that will make DCS a K-12 school. Our approach emphasizes community-based learning, where parents and other adults play a primary role in education and licensed teachers serve as skilled coaches, mentors, and guides. We emphasize democratic learning, problem-based learning, and a variety of other innovative approaches that meet the unique needs of our students. While we are truly a “school without walls”, DCS serves families who are educating their children at home (home school) and also provides optional onsite classes to build upon students’ unique skills and interests. Dallas Community School is a tuition-free public charter school serving up to 250 students and is sponsored by Dallas School District 2. Read more about us at www.DallasCommunitySchool.org. Onsite classes are offered Monday through Thursday, which leaves Fridays for planning inservice and special events like educational workshops and fieldtrips. The school is housed just off the downtown area which provides many opportunities for our students.

About This Opportunity

The Office Manager provides administrative support to Dallas Community School including, but not limited to fiscal oversight, bank deposits, accounts payable/receivable, payroll, meeting minutes, board reports and budget presentations to the board, calendar management, and correspondence to staff, parents, students, and community members. Charter schools are intended to promote innovative instructional practices free from some of the rules and regulations that govern traditional public schools. You will have opportunities to help the school grow and become involved in the school’s success. Parents at the school are highly

supportive and work with the school to provide the best education possible for their children. The veteran, high-energy staff, work collaboratively as a team and remain focused on the school's vision and mission. Every employee who works at the school has reported that this is the favorite job of their career. This position allows flexibility for the Business Manager to sometimes work from home and adjust work hours to reasonably accommodate individual needs.

DUTIES AND RESPONSIBILITIES:

Public charter school fiscal oversight

- General accounting (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, scheduling of depreciation of assets, monitoring cash expenditures)
- Coordinate and facilitate payroll process (payroll taxes, PERS, SAIF, direct deposits).
- Prepare and work with the school's auditing firm to conduct the annual fiscal audit.
- Communicate with school staff and support them with orders and financial transactions.
- Help develop the annual budget, keep the budget updated.
- Maintain the Accounts Payable and Receivable records and accounts.
- Develop reports for Executive Director and Board Treasurer.
- Manage employee benefits.
- Maintain an up-to-date, complete, and systematic filing system to support bookkeeping, personnel, personnel and financial records.
- Work with vendors in purchasing curriculum materials and formalizing budgets.
- Coordinate curriculum purchases and manage individual student allotment accounts.
- Enter and pay bills using software such as Billpay.com.
- Provide financial reports when requested.
- Work with the Dallas School District on payments, grants, and financial reports.

Correspondence

- Independently answer routine questions and correspondence from parents, staff, and students not requiring the supervisor's attention.
- Professionally represents the organization in interactions with parents, community, staff, and students.
- Establish and maintain effective and harmonious relationships with organization personnel, public officials, and the general public.

General administrative oversight

- Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format. Prepares reports and correspondence; performs research and/or analysis independently or as directed.
- Manage contracts for independent contractors.

- Completes a high volume of computer work, including confidential data.
- Maintain appropriate certifications and training hours as required.
- Comply with applicable state, local and federal laws, rules, and regulations.
- Other duties may be assigned as necessary.

Required Qualifications:**Education:**

- Associates degree or higher in bookkeeping, or similar field.

Experience:

- At least two years of experience in nonprofit accounting.
- At least two years of experience in nonprofit recordkeeping.
- At least two years of experience in database management.

Knowledge, Skills, and Abilities:

- Knowledge of generally accepted accounting principles.
- Proficient in Quickbooks, Google Docs, Microsoft products, and a wide variety of other software programs necessary to perform job duties.
- Highly organized and systematic nature.
- Fast learner and independent worker.
- Technically sound and confident new technology.
- Understands and manages confidential information always.

Desired Qualifications:

- Bachelor's degree in accounting, administration, or a similar field.
- Four years of experience in nonprofit accounting.
- One year of experience in public school records management and bookkeeping.
- Knowledge and skills to edit the school's website (Word Press) and use Social Media to promote the school.

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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds.

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 noise level in the work environment is usually moderate.

EEO and ADA Information:

The information contained in this job description for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position (or similar) and additional duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations to enable individuals with disabilities to perform the essential functions.

We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.

To Apply:

1. Completed [job application](#).
2. Email the following documents to jobs@DallasCommunitySchool.org with *Business Manager in the subject line*.
 - A cover letter that clearly states:
 - Why Dallas Community School is a good fit for your career goals, including your education and training experiences that qualify you for this position.
 - Your previous experience as a financial manager and any experience working in a school.
 - Resume.
 - Letters of Recommendation written within the last three years.

Due to the anticipated number of applications expected, we regret that we cannot personally reply to every inquiry. Applicants selected for an interview will be notified by phone. The applicant selected for hire must pass a drug, criminal, and fingerprint screening, driving record, and personal history background check.