

GASTON SCHOOL DISTRICT #511Jt  
300 Park Street – Gaston, OR 97119  
POSITION ANNOUNCEMENT

**POSTING NO. 2013-2014 BM**

**POSTING DATE: 3/5/2014**

Position(s): **Business Manager**

Service Area: **Fiscal Services**

Salary: \$64,000-\$68,000 260 day contract (3 weeks vacation/11 holidays)

Insurance/Leave Benefits: Equal to or not less than those of Licensed staff

PERS: 6% employee portion paid by employee

Position Purpose:

The Business Manager shall be responsible for fiscal office management and all matters related to fiscal and bookkeeping procedures; payroll, human resources, accounts payable, grant management and board secretary.

Qualifications:

1. Training and/or education in accounting or business.
2. Experience in school district or governmental accounting preferred.
3. Such other alternatives to above qualifications as the Board or Superintendent may find appropriate and acceptable.
4. Ability to supervise one office assistant and oversee building secretarial meetings.
5. Ability to prioritize work load and work outside the normal work day when required.
5. Bondable

Reports To: Superintendent

Major Responsibilities:

1. Acts as Deputy Clerk and Board Secretary for the district.
2. Prepares annual budget calendar, notices and budget under supervision of the Superintendent.
3. Assists in the annual budgeting process including the preparation of estimates and historical data for expenditures and resources for all funds and meeting with staff as necessary.
4. Prepares concise financial statements for the superintendent, board of directors, and others as requested.
5. Prepares financial information for negotiations.
6. Uses confidently various software including Excel, Word, PowerPoint, Publisher.
7. Prepares cost flow estimates, manages short-term investments, verifies bank accounts and monitors collateral pledges.
8. Operates accounting (currently Ivisions) software for records management and fiscal reports.
9. Cooperates with local, state and federal auditors and provides information as required.
10. Assists in the improvement and continual updating of the methods and procedures used in the accounting system.
11. Organizes, supervises, trains and cross-trains the business office employee; evaluates performance of business office staff and activities.
12. District website Administrator for Oregon Department of Education and coordinator of data collections.
13. Oversees all the accounting and reporting requirements for Title I - X, Special Education, and other grants as received.
14. Serves as an advisor and participates in the management of the District.
15. Other duties as assigned.

Vacancy closes April 21, 2014

Interviews week of April 26, 2014

Reports to work June 2, 2014 – June 30 - cross-training with current Business Manager

July 1, 2014 – Regular 260 day contract begins

Application Procedures

Use <https://applicant.edzapp.com/login.aspx> to submit application materials and answer required questions. Please refer to our website [www.gaston.k12.or.us](http://www.gaston.k12.or.us) for further information.

Additional materials can be submitted to:

Business Manager

Gaston School District #511Jt.

P.O. Box 68

Gaston, OR 97119

503-985-0210 phone - 503-985-3366 – Fax

e-mail: [wendyb@gaston.k12.or.us](mailto:wendyb@gaston.k12.or.us)

Applicants are required to submit three current letters of reference. Application and any supplemental information must be submitted by 4:30 p.m. on the closing date and must be complete to be considered for an interview.

**Gaston SD is an equal opportunity employer and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap or marital status.**