



OCTOBER 2025 POSITION VACANCY ANNOUNCEMENT

COALITION OF OREGON SCHOOL ADMINISTRATORS

BUSINESS OFFICE/HUMAN RESOURCES CLERK

About the Organization

A professional organization made up of nearly 3,000 Oregon school administrators, the Coalition of Oregon School Administrators (COSA) serves as the umbrella organization for four school administrator associations: Oregon Association of Central Office Administrators (OACOA), Oregon Association of School Executives (OASE - superintendents), Oregon Association of Secondary School Administrators (OSSA), and Oregon Elementary School Principals Association (OESPA). In addition to the four associations, the COSA Equity Board provides ongoing leadership and counsel on all aspects of COSA's work. Together, the leadership of the Equity Board and four associations make up the COSA Board of Directors.

COSA is a coalition of K-12 education leaders committed to the success of every member and every Oregon student. COSA listens to our members and knows that each member matters.

The Coalition's budget reflects a strong investment in professional learning for school administrators and their teams; in government relations, policy and advocacy work; in administrative licensure and advanced degree programs; and in member support and services.

COSA was founded in 1974 and works in close partnership with a number of other education associations. The Coalition's offices are in Salem, the state capital of Oregon. The COSA staff currently consists of 15 employees.

The Current COSA Executive Team

- **Dr. Krista Parent**, Executive Director
- **Morgan Allen**, Deputy Executive Director
- **Parasa Chanramy**, Senior Director Policy & Advocacy
- **Dr. Raeshelle Meyer**, Senior Director Professional Learning
- **Dr. Chris Parra**, Administrator Licensure
- **Dr. Candace Pelt Perez**, Deputy Director
- **Cate Study**, Chief of Staff

About the Position

The Business/Human Resources Manager is responsible for managing (at the direction of the Executive Director or designee) and implementing all aspects of COSA's business and human resources operations, including budget, general ledger, accounts payable, payroll, benefits, leave accounting, reporting, contracts and audits. In addition, this position monitors monthly 401k accounting, and year-end-balancing with W-2's for Aldrich.

Timeline

Application Deadline	November 24, 2025
Applicant Screening	December 1-2, 2025
Interviews	December 8-12, 2025
Employment Begins	January 1, 2026/TBD

Application Procedures

Application materials should include:

- A letter of interest explaining how the candidate's qualifications and experience prepares them for the position
- A current resume, including references
- 3 current letters of recommendation

All materials will be treated confidentially. References will be checked when finalists are identified.

For questions, contact Candace Pelt-Perez at candace@cosa.k12.or.us

Email application materials to Cate Study at cate@cosa.k12.or.us

Essential Responsibilities

- Demonstrates a strong and unwavering commitment to member service and customer service. Maintains excellent relationships with the members of the COSA Board and Executive Committees.
- Works collaboratively with the Professional Learning Team to ensure business processes are effective, accurate and applied consistently.
- Conducts daily and/or routine business office functions including:
 - Works with the Executive Director to develop the annual budget.
 - Provides regular financial statements/budget reports for COSA and all departments including OASC.
 - Develops and maintains a ledger account structure that meets COSA's budgeting and reporting needs.
 - In the NetForum Cloud system – cancel invoices, refunds or credits applied to other invoices, assigns discounts for conferences for board stipends, academies, etc. Transfers batches into QuickBooks from NetForum Cloud for both COSA and OASC.
 - Sets up and processes employee payroll, benefits, retirement and leave accounting. Verifies that employee payroll, benefits, retirement, and leave are accurate, appropriate and in accordance with COSA policy.
 - Files required reports, including worker's compensation and insurance.
 - Works collaboratively with auditors and assures that COSA receives an unqualified, annual audit opinion.
 - Processes accounts payable in a timely and accurate manner.
 - Reconciles and balances all COSA accounts.
 - Completes journal vouchers, charges out appropriate costs to other accounts, maintains contracts, inventory records and affiliate agreements.
 - Provides accounts receivable, accounts payable and other financial support for the Association Center.
 - Possesses advanced knowledge of the Microsoft Office Suite, Google Suite, QuickBooks and COSA's association and membership management software, COSA's website management software, COSA's event app, and is willing to be trained in other additional technologies as requested.

Terms of Employment

- .8 – 1.0 FTE time employment
- Salary range \$ \$66,431 - \$73,979
- Generous benefit package including retirement, medical/dental/vision insurance
- Sick leave and vacation

Must be willing to work in the COSA office in Salem and occasionally work remotely.

General Dispositions, Knowledge, Skills and Abilities

Teamwork and collaboration are key to COSA's success. As a small organization serving a relatively large membership, all staff members perform functions as needed to support each other and help attain the organizational mission and goals. Any "duties as assigned" by the supervisor for this position may be in addition to the Essential Job Functions listed above. The General Dispositions, Knowledge, Skills and Abilities to be successful in this position include:

- Being a self-starter and seeking professional improvement, gaining knowledge, and learning skills to improve job performance including but not limited to participation in required training and professional development.
- Treats others with respect and shows sensitivity for cultural differences.
- Maintains confidentiality.
- Demonstrates a positive, professional attitude.
- Prioritizes and plans work activities, and completes tasks correctly and on time, or notifies appropriate person with alternative plan.
- Follows policies and procedures and supports organizational mission and goals.
- Responds to requests for information, service, and assistance in a timely manner.
- Always maintains a calm and professional demeanor.
- Attends staff trainings and staff meetings as requested.

The Coalition of Oregon School Administrators provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, age, marital status, or handicap in accordance with Title VI and VIII of the Civil Rights Act of 1964, Title I of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Oregon State Laws against discrimination.