



Clatskanie School District 6J
Job Description
District Business Manager

Job Title: District Business Manager
Reports To: Superintendent
Classification: Confidential
FLSA Status: Non-Exempt
Bargaining Unit: Non-Represented
Salary: \$105,000-\$110,000 depending on experience

GENERAL DUTIES

The District Business Manager plans, develops, directs, monitors, organizes and maintains the overall management of functions of the Business Office, Payroll, and Benefits to assure the financial well being of the District. The District Business Manager works to provide general oversight to efficiently and effectively provide business services necessary to support the District's mission and goals. The District Business Manager provides guidance and leadership to school and department administrators and supervisors in planning and implementing services and programs to meet the various needs of the District. The District Business Manager contributes to the development of long-range goals and operating plans for the department by participating with other executive staff in the formulation of goals and priorities included in the District's Strategic Plan. The District Business Manager assures the ethical and prudent conduct of the District's fiscal affairs. The District Business Manager is a member of the district leadership team.

REQUIRED QUALIFICATIONS

- A. Bachelor's Degree in Business Administration or related field from an approved institution
- B. Minimum of five years of experience directing and managing the fiscal department of an organization, public or private, having a working staff of more than five full time members
- C. Demonstrated ability to direct and manage people in a positive, productive manner
- D. Knowledge of accounting principles and methods, with the ability to apply and adapt established methods to varied accounting transactions
- E. Experience in the use of computers and software as tools in the performance of duties in the business department
- F. Qualified to be bonded
- G. Ability to follow oral and written instructions
- H. Ability to effectively work and communicate with school and department personnel, students, families, community and school board from diverse cultures and/or backgrounds

- I. Ability to work harmoniously with others
- J. Hold a valid Oregon's driver license
- K. Proficient oral and written communication skills in English
- L. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- M. Ability to learn new automated systems as they are brought online by the District

PREFERRED QUALIFICATIONS

- A. Master's Degree with preferred emphasis in Business Administration

ESSENTIAL RESPONSIBILITY

Leadership

- A. Provide leadership in the planning, development, maintenance, and implementation of the District wide fiscal plan as articulated in the District's Strategic Plan goals
- B. Lead and promote educational equity based on the principle that each student receives what is required for them to achieve success with regard to allocation of resources, opportunity, treatment and access
- C. Develops inclusive policy, procedures and practices that continue to build the District's structure to ensure outcomes for all students
- D. Partners with the Superintendent in leadership with the school board to gather information including board presentations and engagement with the board on District initiatives
- E. Gather information as needed to prepare reports and recommendations to the Superintendent and/or school board
- F. Develop and sustain a culture of continuous improvement related to the fiscal operations for the District
- G. Develops inclusive policy, procedures and practices that continue to build the District's structure to ensure outcomes for all students
- H. Oversee the implementation of training and professional development related to the integration of new systems and tools for the schools or departments
- I. Assure the District fiscal requirements are represented in facility and instructional planning
- J. Direct, supervise and evaluate fiscal services including planning, accounting, purchasing, financial report, payroll services and fiscal record keeping
- K. Direct the preparation of long and short term financial plans and assist other executive staff with planning and accomplishing the District's goals
- L. Direct, establish and communicate budgeting procedures, exercise budget control, development of annual budgets, and serve as the Deputy Clerk/Budget Officer for the School District
- M. Direct and coordinate the timely and accurate development of District wide operating and capital budgets, the expenditure and auditing of all funds, and preparation of financial statements including student body accounts and any special accounts
- N. Ability to create a vision for finances in a PK-12 school system

Department and School Management

- A. Provide guidance and direction to administrators, supervisors, and staff in assigned areas of responsibility to consult and coordinate the development of budgets for all departments and schools to ensure cooperative program delivery
- B. Provide professional development regarding business services for District administrators, supervisors, licensed and classified
- C. Provide for the inclusion of school or department needs to achieve successful implementation of fiscal practices that afford access for all

Supervision

- A. Follow District policies and procedures in employee related actions including hiring, assigning, supervising, supporting, evaluating, disciplining, plans of assistance, and scheduling the work of department staff
- B. Staff will consist of confidential, supervisory technical, licensed and/or classified staff

Communication

- A. Provide leadership in the resolution of complex problems and issues
- B. Exhibit excellent skills in communicating with staff, students and the community, within the socio-political context of the system
- C. Ensure effective two-way communication and collaboration between the Office of the Superintendent, departments and schools
- D. Maintain ongoing communication and collaboration with community, partner organizations and key stakeholders
- E. Serve as a District representative in a variety of meetings to convey and receive information related to assigned projects and activities
- F. Testify on project scope and validity and communicate information for community and state level partnerships as necessary

District Management

- A. Provide direction and guidance to key subordinates in assessing the District needs for business support services and in the development, implementation, and control of plans and programs to meet them
- B. Provide guidance and leadership to directors, department coordinators, principals and staff in assigned areas of responsibility, and consult and coordinate with other departments to ensure cooperative program delivery
- C. Coordinate District programs with other districts; local, State, and Federal agencies, and groups involved in assigned areas of responsibility
- D. Prepare and communicate necessary plans and report to the Superintendent, Board, and other administrators
- E. Evaluate program effectiveness as it relates to fiscal operations

- F. Coordinate investments, banking, auditing, and bond counsel with private contractors or agents
- G. Act as District’s contract agent; review and sign all contracts, leases, sales, etc
- H. Participate in evaluating and acquiring District properties and in developing new facilities
- I. Assist with collective bargaining relative to cost analyses and funding
- J. Establish and direct the maintenance of an accounting system consistent with State and Federal Laws, regulations, rules and District Policy
- K. Optimize interest earnings on District funds; provide analyses and forecasts of resources and expenditures
- L. Plan and direct bond issuance and debt management
- M. Attend meetings, prepare reports and participate with other executive staff in organized planning as warranted
- N. Assure a system of effective financial reporting by directing the preparation of regular financial reports to the Superintendent and Board of Directors
- O. Contribute to positive community relations by working closely with the citizens’ budget committee and other community groups, as well as, assisting the Communications Officer with resolution of finance related public inquiries and concerns
- P. Actively builds connections and participates in ongoing conversations with other school district finance staff and agency representatives.
- Q. Actively seek ways to add value, create solutions, and problem-solve with District colleagues and other stakeholders, including community and school board

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District’s goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Running		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		

Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Computer, furniture

WORKPLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, and District patrons
- G. Cultivate and model a respectful working and learning environment
- H. Annually pass the District's required online training by the District's assigned due-date
- I. Follow site and/or District protocol for reporting absences
- J. Maintain current licenses and/or certificates required for the position
- K. Utilize the District's electronic systems and applications related to the job

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Range: Confidential Coordinator/Supervisor Salary Schedule
Last Revised: September 2024