

DALLAS SD 2

Director of Fiscal Services/Deputy Clerk (1878)

JOB POSTING

Job Details

Title

Director of Fiscal Services/Deputy Clerk

Posting ID

1878

Description

Dallas School District No. 2 is accepting applications for the position of Director of Fiscal Services/Deputy Clerk. This supervisory position is responsible for the overall business services functions of the district, supervises accounting staff, and oversees the district food service program including supervising the Food Service Program Manager. The anticipated start date is July 1, 2026. To support a smooth transition, an earlier start date may be arranged by mutual agreement.

SPECIAL QUALIFICATIONS:

- Bachelor's degree with a major in accounting, economics, or finance or related field, or demonstrated equivalent experience.
- Prepares and delivers monthly fiscal report to the School Board accounting for status of all funds and accurately reflecting district's financial condition.
- Coordinates audit preparation and other required state reporting.
- Analyzes and recommends corrective action regarding fiscal activities to superintendent and Board.
- Secures adequate property and liability insurance for the district and manages claims against the district's insurance policies.
- Monitors all district purchasing and contracts for authorized expenditures and proper accounting in accordance with district policy and state and federal regulations.
- Serves as a permanent coordinating member of the school board's District Finance Committee and serves on other committees as requested by the superintendent.
- Interacts thoughtfully and courteously with students, staff, and parents, and resolves conflict in a professional manner.
- COLA rates have not been established for 2026-27.
- Follows and maintains knowledge of district policies and procedures.
- All required and requested skills and attributes are detailed in the Job Description Essential Duties and Responsibilities.
- Minimum qualifications are detailed in the Job Description Qualifications.
- Link to Job Description: [Director of Fiscal Services/Deputy Clerk](#)

TO APPLY:

Complete an online application through TalentEd/Recruit & Hire at <https://dallas.schoolrecruiter.net/index.aspx>. **Please provide detailed information on education, training, and experience as it relates to this position.**

Dallas School District provides qualifying veterans and disabled veterans with preference in employment according to Oregon Revised Statutes. Qualifying veterans and disabled veterans may obtain a preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) and/or the most recent annual letter from the U.S. Department of Veterans Affairs confirming veteran status. Documentation **must** be received in conjunction with the application.

Dallas School District recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of Dallas School District Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

Upon offer of employment, **fingerprints will be required at a cost of \$70** or you may provide proof of having successfully completed the fingerprint process in another Oregon school district.

Dallas School District reserves the right to extend the closing date, withdraw or otherwise revise this position.

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	\$136,438.00 - \$155,657.00 / Annual
<i>Location</i>	District Position

Applications Accepted

<i>Start Date</i>	10/29/2025
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