



**Finance Director**  
**Oregon Charter Academy**  
**0.5 - 1.0 FTE, 12 month**  
**Home-based, Oregon**

**School Summary:**

Oregon Charter Academy (ORCA) is a virtual public school serving students in grades K–12 throughout the state. Teachers at ORCA are student-focused, adapting to meet students' educational needs through personalized learning using our high-quality curriculum and the teaching of 21st-century skills. ORCA is authorized by the Santiam Canyon School District and is governed by its own independent charter school board. The school has been in operation since 2005 and is accredited through Cognia.

**Position and Responsibilities:**

Working from home within the state of Oregon or Washington, the Finance Director will provide business, financial, and operational support for the school as designated by the Executive Director. Major responsibilities include the development of the annual budget, monitoring and control of school expenditures and assets, and coordinating the annual audit.

**Essential Functions:**

- Supervises the financial affairs of the school including the collection, deposit, and distribution of all funds in accordance with State Law and School Policy.
- Prepare and manage annual budget, long-range financial planning, and cash flow monitoring;
- Oversee the accounting system (Tyler Technologies/Infinite Visions) including processing all month-end and year-end journal entries, reconciling bank statements, and doing transactional entries/approvals;
- Prepare monthly financial reports for the School Board;
- Prepare ad hoc financial reports for the Executive Director;
- Organize and monitor contracts from execution through termination;
- Maintain a compliant purchasing program, including competitive bidding when needed.;
- Manage federal and state appropriations for special services (e.g., special education, Title programs, FARM, etc.);
- Oversee bi-monthly payroll and the accurate filing of all quarterly/annual reports;
- Advise the Executive Director on insurance needs;
- Work with the Building Manager to collect rents and manage funds for commercial buildings owned by the school;
- Maintains fixed asset inventory and depreciation schedules;
- Working with the Executive Director manages relationships with school districts, state, and other education stakeholders;
- Act as point-of-contact, maintain records, and manage reporting including all district, local, county, state, and federal reporting requirements;
- Work with administrative staff to ensure the school is in compliance with and meets all audit requirements;
- Manage the development, revision, and interpretation of school policies and procedures related to business and finance functions;
- Maintains the confidentiality of sensitive information related to school finances and legal matters;
- Provides financial guidance to the executive director and school board;
- Other duties as assigned.

**Requirements:**

- At least three (3) years of experience in business, non-profit, or, school business management or equivalent
- Master's Degree preferred
- Strong technology skills (especially with Google Suite, and Microsoft ® OS)
- Excellent communication skills, both oral and written
- Student- and customer-focused approach
- High degree of flexibility
- Demonstrated ability to work well in a fast-paced environment
- Team player track record
- Willingness and ability to travel on occasion
- Ability to work remotely
- Ability to work occasional evening hours, as needed
- Reside in Oregon or Washington

**Compensation Package:**

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- Salary range \$75,000-\$138,000 (varies based on education and experience).
- Predominantly work from home.
- Comprehensive, competitive and affordable medical, vision, and dental benefits (OEBB).
- Participation in state retirement plan (PERS).
- Tuition reimbursement up to \$5,250 per calendar year.
- 403(b) plan with employer match potential.
- Additional employer-paid and voluntary benefits.

**How to Apply:** Apply by [clicking here](#). Please be prepared with a letter of interest, resume and three letters of recommendation.

Oregon Charter Academy is committed to the principle of equal employment opportunity and seeks employees who reflect and support our mission-driven commitment to a diverse school community. For more information please visit [www.oregoncharter.org](http://www.oregoncharter.org).