

RIVERDALE SCHOOL DISTRICT 51J

POSITION: Business Manager
Location: Riverdale School District
Reports to: Superintendent
FLSA Status: Exempt
Supervises: As Assigned

OVERVIEW OF THE POSITION

The Business Manager will be responsible for administering all aspects of the District's business and fiscal affairs to ensure the overall effectiveness and efficiency of all corresponding business operations. They will be tasked with ensuring the accuracy and appropriateness of the District's accounting transactions. Primary responsibilities include planning, directing, and coordinating business services related functions for Riverdale School District, including general ledger operations, financial reporting, accounts receivable and payable, budget preparation and oversight and grants management.

RESPONSIBILITIES/ ESSENTIAL FUNCTIONS

1. Implement all administrative regulations, Board policies, and State and federal laws relevant to the financial management of the District
2. Serve in an advisory role and as a resource to the Superintendent on all questions related to the financial and business management of the District, and regarding financial and accounting policies and statutes; Communicate regularly with the Superintendent regarding District's financial status, budgeting issues and any areas of concern
3. Manage all accounting and fiscal activities according to generally accepted accounting practices (GAAP)
4. Determine the cash flow needs of the District and supervise the short-term investment of any excess funds
5. Collect, protect and distribute District funds in accordance with Board policies, State and local regulations, and standard accounting practices; this includes oversight of the same for Student Body funds, athletic fees and field study funds
6. Coordinate the development of school district budget in accordance with local budget law; Serve on committees as requested by the superintendent
7. Establish and maintain a system of purchasing and inventory control for all classroom/office supplies and capital outlay
8. Maintain a fixed asset depreciation schedule for the District
9. Prepare fiscal reports, updates, and other related materials as are necessary, requested, or required by the School Board, the Superintendent, auditors or governmental agencies
10. Prepare monthly financial activity reports and ensure regular review and reconciliation; deliver the monthly fiscal report to the Board accurately reflecting the District's financial condition.

11. Provide budget status updates to district administrators on a regular basis for the purpose of assisting administration in monitoring the accounts for which they are responsible; provide oversight of student activity accounts to ensure they operate in accordance with Board policy and proper accounting procedures
12. Monitor district purchasing and contracts for authorized expenditures, ensuring proper accounting in accordance with district policy and state and federal regulations
13. Analyze and recommend corrective action regarding fiscal activities to Superintendent and the Board as necessary
14. Secure adequate property and liability insurance for the district and manage claims against the District's insurance policies
15. Manage cash, including investment bank accounts
16. Coordinate the preparation of audit materials and other required state reporting Prepare for the annual and interim audits, ensuring that all pre-audit activities and working papers are completed as required
17. Oversee contractual obligations including special revenue funds and contracts for services
18. Prepare and manage request for proposal for services and capital purchases according to the Attorney General Rules
19. Oversee archiving for the business office according to state law
20. Serve as a member of the district collective bargaining teams
21. Serves as the Safety Officer for the District.
22. Serves as the Transportation Officer for the District.

ADDITIONAL JOB FUNCTIONS:

1. Attends staff and other committee meetings as requested.
2. Makes presentations on financial-related issues to community or other groups as requested.
3. Facilitates the District Budget Committee meetings and other meetings as requested.
4. Work cooperatively with students, parents, and staff and community members to project a positive, service oriented demeanor.
5. Provide a supportive and courteous and professional demeanor in dealing with and addressing issues and concerns of the public, parents and staff.

KNOWLEDGE, BACKGROUND & SKILLS

1. Bachelor's Degree in Accounting, Business, Finance, or Management required; Master's in Business Administration preferred
2. Minimum five years of successful financial administrative experience required including full charge bookkeeping/accounting cycles; experience in a public agency preferred
3. Experience in a position utilizing governmental fund accounting, budgeting, public purchasing guidelines, annual and quarterly audits in a public agency preferred
4. Demonstrated knowledge of GAAP/GASB/OMB circular A-133 standards / requirements
5. Demonstrated knowledge related to all aspects of school district finances

6. Technical competencies, including accounting software, word processing, spreadsheets, email, and other business technology systems as determined
7. Valid driver's license and vehicle insurance
8. FBI Fingerprint clearance
9. Valid First Aid/CPR-AED certification preferred
10. Demonstrated ability to work cohesively and collaborative with staff and Board Members
11. Demonstrated outstanding oral and written communication skills effective across a wide variety of audiences including students, parents and staff
12. Proven ability to respect confidentiality in the workplace and maintain office professionalism

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

Riverdale School District may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

PHYSICAL REQUIREMENTS

Light degree of physical stamina with occasional lifting upto 30 pounds. Ability to move freely to various locations within office and school settings. Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting.

LANGUAGE SKILLS

Ability to read and comprehend complex technical language. Ability to write correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations.

MATHEMATICAL SKILLS

Ability to perform complex mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out detailed written or oral instructions. Ability to deal with problems involving several complex variables in standardized situations.

OTHER SKILLS AND ABILITIES

Ability to work collaboratively with co-workers. Good organization skills; ability to perform job duties and communicate effectively in a busy work environment. Ability to establish and maintain effective working relationships with the District School Board, administrators, staff, and the community. Ability to perform duties with awareness of all NWRESD and District requirements and Board policies.

PHYSICAL DEMANDS

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as light.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in an office environment. Travel to various sites may be required.

Riverdale School District is an equal opportunity employer and provides services to the public on an equal opportunity basis and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or marital status. Auxiliary aids and services are available upon request to individuals with disabilities or individuals with limited proficiency in English. Contact the District Office for assistance.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1482 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.