

St. Helens School District  
Job Description  
**BUSINESS MANAGER**

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**Job Title:** Business Manager  
**Reports To:** Superintendent / Board  
**Prepared:** March 2011

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**JOB SUMMARY**

Under the direction of the Superintendent, directs controls and evaluates the business and fiscal operations of the district. These services include budget development and control, financial reporting and forecasting revenue and expenditures.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Establishes and maintains an accounting system consistent with state and federal laws, regulations, rules and district policies.
2. Organizes and establishes budget development and procedures under the direction of the Superintendent of schools; exercises budget controls; and exercises control of resources and expenditures.
3. Prepares financial and budget reports, including an annual report as required by law, district policy and as requested by the Superintendent (including claims for payments, reimbursements, pre-audit financial reports, etc.).
4. Sign all checks and warrants for school monies drawn by order or authority of the Board.
5. Directs and supervises the auditing of all district funds.
6. Helps coordinate and supervise school elections and provide proper and timely notices to election authorities as required and publish such information.
7. Direct the preparation of, and execute all business contracts for the school approved by the Board of Directors.
8. Keep an inventory of all school properties, showing locations, description and value of all lands, buildings and equipment.
9. Administers the district's insurance programs, keeping a record of all insurance carried on the properties of the district and the premium dates and charges.
10. Attend all board meetings as an advisor to the Superintendent.
11. Processes confidential matters.
12. Participates in the performance of the general management program by serving as a member of the management team.
13. Responsible for investment/deposit of all District funds.
14. Responsible for revenues and expenditures of Federal Funds (Chapter I, Chapter II, 94-142) , and related reports.
15. Attend conferences, workshops and administrative meetings.
16. Must be bondable for a minimum of \$100,000.00.
17. Be responsible for the collection of tuition from non-resident pupils. Present bills for tuition to the proper persons.

18. Make periodic reports to the Education Service District Superintendent, the Oregon Board of Education and other agencies as may be required by statute or administrative regulations.
19. Performs any other duties assigned by the Superintendent.

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### SUPERVISORY RESPONSIBILITIES

Oversee all functions of finance department.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor degree with course work in Business Management and accounting skills. At least three (3) years of experience in a business function, to include emphasis in accounting, or an equivalent combination of training and experience or a CPA preferred. Familiarity with Oregon School Finance and Administration and Oregon Budget Law.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Advanced knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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## OTHER

**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. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: March 2011

I have read and understand this job description.

**Signature:**

**Date:**

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