

August 6, 2024

J O B A N N O U N C E M E N T

BUSINESS MANAGER

The Business Manager provides direction and leadership of the Selkirk School District's Business Services consistent with federal and state laws, rules and regulations and district policies and procedures. This position supervises and provides the overall development and maintenance of the district's finances to assure that the district remains financially sound and compliant stewards of all resources. Leads, directs and supervises the financial functions of all district funds (General, Capital, Debt Service, Associated Student Body and Transportation Vehicle). Oversight includes but is not limited to the areas of budget, finance, accounting, purchasing, food service, risk management, payroll and enrollment reporting. Responsibilities include preparing the district's annual budget, fulfilling all financial reporting requirements, and providing the Superintendent and Board of Directors with complete, accurate and understandable financial and management information and advice

QUALIFICATIONS:

1. Minimum of bachelor's degree in finance, accounting, business administration or closely related field. CPA candidate, preferred.
2. Experience as a business manager and/or equivalent experience with business function, preferably in a K-12 public school setting in Washington State preferred.
3. Demonstrated proficiency with the Washington School Information Processing Cooperative (WSIPC) software including Skyward, and/or WESPaC, preferred.
4. Proficient in computerized accounting systems and report writing.
5. Experience in the development of department, grant and program budgets, preferred.
6. Knowledge of federal and state financial reporting and payroll law, preferred.
7. Must favorably pass the Washington State Patrol/FBI/Fingerprint background check.

WORK HOURS:

This is a year-round, full-time position (40 hours per week) with the flexibility of 4 10-hour days to include 13 paid holidays, paid vacation allocation, and 12 days of sick leave. Retirement and insurance benefits are commensurate with other school district positions.

REPORTS TO:

This person is directly responsible to the superintendent.

RESPONSIBILITIES, KNOWLEDGE, & SKILLS:

- Responsible for the management of all the day-to-day operations within the Business Services Department including supervision and training of staff to implement all accounting functions, budgeting, accounts payable, and payroll.
- Prepare the district's annual budget (F-195).
- Prepare the district's annual financial statements (F-196) and supplemental reports.
- Prepare and submit the District's S-275 annual report.
- Develop all payroll contracts and oversee payroll clerk to implement month payroll.
- Analyze and review all financial statements and preparation of various state and federal reports.
- Prepare and provide monthly financial reports including budget status, cash projections, and grants management and recommend appropriate action to the Superintendent.
- District liaison with the State Auditor's Office for the district's annual audit and oversees responses to and corrective actions of audit findings to ensure a thorough, accurate, and timely audit.

- Provides training to end users in estimating expenditures, interpreting budget reports and assigning budget codes as required.
- Maintain a wide variety of fiscal information, files, and records for the purpose of documenting activities, providing information and an up-to-date reference and audit trail.
- Design and implement appropriate internal controls and auditing processes.
- Analyze a variety of financial information and make recommendations for maximizing use of funds, ensuring overall compliance and improving existing processes.
- Uphold and assist in enforcing district and school board policies and training others to as well.
- Reconcile contract, grant and/or account balances for the purpose of maintaining accurate records, monitoring agency assets and complying with fiscal policy and practice.
- Keep up to date on legal changes related to payroll and school district finance.
- Work closely with Superintendent on staffing, collective bargaining agreements, and labor management meetings.
- Oversight or direct responsibility for Accounts Payable - Gather invoices, purchase orders, receipts, data entry, distribute checks, balance, including ASB.
- Monitor and balance district credit cards, reimbursements, imprest accounts, etc.
- Strong understanding and commitment to general accounting principles and payroll laws.
- Excellent communication skills, verbal and written.
- Strong interpersonal skills in handling difficult situations.
- Ability to identify routine problems and propose feasible solutions, make improvements or take corrective action.
- Ability to communicate and work effectively with staff, administration and community.
- Ability to work effectively as a team member while using collaborative leadership skills.
- Ability to build and maintain positive relationships with diverse groups and individuals.
- Ability to work independently with limited supervision.
- Ability to lead and manage all aspects of district financial operations including budget development and control, accounting, investing, procuring, auditing and reporting.
- Understand school business laws, regulations, policies and procedures, including Health Care Reform.
- Direct, lead and manage a high performing business office.
- Effective interpersonal, collaborative, and team-building skills to achieve organizational goals.
- Review and recommend the timing and implementation for future bonds and/or levies based on a thorough analysis of the current and future debt and assessed valuation.
- Exceptional analytical skills; ability to analyze complex problems; works collaboratively in generating alternatives for action, and reaches closure in a timely and effective manner.
- Evidence of presentation skills.
- Strong written and oral communication skills.
- Act with integrity and honesty.
- Other duties as assigned by the Superintendent.

WORK ENVIRONMENT

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. A person working in this position is confined to a work area; required to have dexterity of fingers and hands while working at a computer monitor for prolonged periods and must be able lift/move objects weighing up to 50 pounds such as files, boxes, etc. The noise level in the work environment can vary depending upon daily activity but will remain within acceptable ranges.

SALARY:

\$75,000 - \$100,000 annually, depending on experience and qualifications.

CLOSING DATE:

Until a suitable candidate is found.

APPLICATION:

To be considered, please submit the following to the Selkirk School District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153, (509) 446-2951. Candidates may be interviewed after a review of completed application.

- Cover Letter
- Completed Selkirk School District application form
- Resume
- 3 Letters of Recommendation

EMPLOYMENT INFORMATION:

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Angelina Johnson at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

Selkirk School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, nlotze@selkirkschools.org and Title IX Coordinator, Amanda Burnett, 509-446-3505, aburnett@selkirkschools.org. PO Box 129, Metaline Falls, WA 99153.

Title IX

Amanda Burnett
Selkirk Jr/Sr High School
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Section 504 Coordinator/Civil Rights Officer

Nancy J. Lotze
Selkirk School District
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