

<b>Job Title:</b>	Business Manager
<b>Position Type:</b>	1.0 FTE salaried exempt position during school year with two weeks vacation and possible shortened hours in the summer
<b>Job Description:</b>	The Business Manager is responsible for all Financial, Human Resources, and Office support services to ensure that the EagleRidge High School Business, Office, and Human Resources run effectively and efficiently with a focus on customer service. The Business Manager reports directly to the Executive Director.

**Required (non-negotiable) Skills:**

1. Demonstrates ability to provide exceptional customer service to support all EHS staff members, parents, students, and other customers
2. Ability to prioritize multiple responsibilities and deadlines
3. Ability to maintain a high level of accuracy and confidentiality
4. Demonstrates strong interpersonal, verbal, and written communication skills
5. Demonstrates ability to work effectively and collaboratively with others
6. Demonstrates analytical, problem solving, and decision making skills
7. Demonstrates sound work ethics and flexibility
8. Possesses cultural awareness and sensitivity
9. Is honest, trustworthy and reliable to complete tasks and assigned work schedule

**Essential Job Responsibilities:**

**A. Financial:**

1. Develops and maintains accounting records, policies, and procedures in accordance with appropriate accounting guidance and audit standards
2. Assists with annual audit
3. Monitors cash balances daily and maintains back-up documentation
4. Manages annual budgeting process including timely submission to the District
5. Manages accounts payable and accounts receivable, including obtaining proper approvals before placing orders or processing payments
6. Issues invoices and monitors payment for ADM with the District monthly
7. Ensures that bank reconciliations and accounts are balanced monthly
8. Manages insurance and communication with risk management services
9. Maintains inventories of supplies and equipment including grant funded purchases.
10. Maintains documentation of grant expenditures and reimbursements
11. Attend monthly Board Meeting
12. Reports to the Executive Director and meets with the Finance Committee as needed

**B. Human Resources:**

1. Completes all job postings
2. Coordinates interviews and correspondence with applicants
3. Provides orientation and support for all new employees
4. Collects and processes forms, timecards, and all materials for monthly payroll including tax payments, PERS, insurance and benefits
5. Maintains employee files
6. Directs calls and respond to inquiries regarding employees and employment
7. Provides support to the Executive Director for all employee hiring, disputes, complaints, legal action, plan of assistance, and/or terminations
8. Reports to the Executive Director and meets with the Staffing Committee as needed

**C. Administrative:**

1. Oversees facility management including providing keys to staff
2. Oversees all aspects of Food Services

3. Communicates and assists in the development of any funding proposals and other financial support for EHS
4. Provides back-up administrative support for Executive Director when necessary.
5. Provides back up support to the Registrar/Receptionist
6. Professionally prepare correspondence, policies, protocols, procedures, handbooks and reports on a computer and circulate as needed.

**D. Office Support:**

1. Coordinates office staff coverage, schedules, and substitutes
2. Respectfully greets and assists all visitors, answers phones, forwards messages, and responds to inquiries
3. Participates in professional growth and ongoing training opportunities to stay current on all applicable laws and training related to assigned job duties
4. Do all necessary typing, duplication, and other office procedures, including the following: writing purchase orders and keeping track of multiple accounts.
5. Be knowledgeable of school policies and procedures and convey them in an honest, factual and sympathetic manner.
6. Type 50 or more words a minute and use all office equipment efficiently.
7. Regular attendance is an essential function of this position.
8. Order and maintain supplies for teachers and office
9. Must be able to lift 30 lbs.
10. Must be able to sit, stand, and work on a computer for extended periods of time.
8. Other duties as assigned by the Executive Director

**Qualifications:**

- Satisfactorily pass a criminal background check
- Prior bookkeeping and payroll experience
- Proficient in Quickbooks
- Proficient in Microsoft Office
- Valid Oregon Driver's license

**Preferred Qualifications:**

- Accounting degree or equivalent experience

**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. Significant physical abilities include lifting/carrying/sitting/standing for long periods of time, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/field of vision. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**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 moderate to loud. Duties are performed indoors and occasionally outdoors.

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

**I have read and understand the responsibilities and qualifications of this job description.**

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Employee Signature

Date