



Perrydale
SCHOOL DISTRICT

7445 Perrydale Rd
Amity, OR 97101
Eric Milburn, Superintendent

503-623-2040 / 503-835-3184
Fax: 503-835-0631
Dan Dugan, Vice Principal

NOTICE OF VACANCY

Business Manager/Deputy Clerk – Perrydale School District

2018/19 Fiscal Year

Job Details

- Application Deadline: June 1st, 2018 or until filled
- Posted: May 14 , 2018

Job Description

Vacancy Announcement- Business Manager/Deputy Clerk - Perrydale School District

Position Type: Full - Time

Contracted Days 260 -8 Hours per day with 7 Paid Holidays

The District fully pays PERS and offers an excellent benefit package.

Salary: 52,000 – 64,500 Annually Based Upon Experience

JOB SUMMARY

The person in this position is under the direct supervision of the Superintendent and is responsible for providing the financial leadership necessary for creating and maintaining conditions for a high level of credibility, accountability, and efficiency within the District. With the goal of assuring the District's financial well-being, the Business Manager assists in planning, organizing, directing, and managing the overall financial and business functions.

The person in this position also supervises employees in the Business Office, as well as oversees the food services program. Incumbent is responsible for performing accounting support activities in an assigned section, such as Accounts Receivable, Accounts Payable, or Payroll, and general support to other Fiscal areas as needed.



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JOB DESCRIPTION:

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.

Management Role:

- a) Follows and maintains knowledge of all District policies and procedures.
- b) Serve as an advisory to the Superintendent on questions related to management of the District. Assist with hiring, training, supervising and evaluating accounting staff in the business office.
- c) Maintains a working knowledge of the laws of the state of Oregon applicable to school business. Makes necessary and required monthly reports to the Superintendent for distribution to the Board.
- d) Work with the Board, community and bargaining committees in supplying needed District financial data.
- e) Manages and prepares the annual budget within District guidelines and ensures fiscal compliance.
- f) Oversees audit preparations and ensures compliance.
- g) Administers and manages the District's cash flow, and invests funds to the best advantage for the District.
- h) Appropriately maintains and secures confidential records and inquiries.
- i) Professionally represents the schools and the District in interactions with parents, community, staff and students.
- j) Completes required reports to local, state and federal government agencies.
- k) Maintains appropriate certifications and training hours as required.
- l) Complies with applicable District, state, local and federal laws, rules and regulations.
- m) Attends work regularly and is punctual.
- n) Other duties assigned as needed.
- o) Attend all scheduled after hours meetings required.

Financial Transactions:

- a) Enters or records accounting transactions into accounting system.
- b) Maintains accurate accounts payable/receivable files and bank account balances, including depositing funds received into District bank accounts and reconciling all accounts monthly.
- c) Compile and sort documents such as invoices, checks, or reimbursement request forms substantiating business transactions.
- d) Check source documents to determine completeness, accuracy and proper authorizations. Maintain essential records and files.
- e) Receive funds, record amounts received and prepare records of transactions.
- f) Ensures and arranges for proper signature authentication with financial institutions.



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Accounting Records:

- a) Monitors and tracks all revenues and expenditures of the District.
- b) Keeps accurate District records on all financial transactions using data software program.
- c) Prepares journal entries and vouchers, and posts to District books.
- d) Maintain appropriate accounting codes to ensure the accuracy of Agency-wide financial reporting within budget parameters and agency board policy.
- e) Record individual expenditure, encumbrance or revenue items.

Accounts Payable:

- a) Researching and verifying accounts payable invoices.
- b) Processing invoices for payment.
- c) Verifying invoice approvals.
- d) Running and distributing vendor check payments.
- e) Maintaining vendor filing systems.
- f) Respond to vendor inquiries, research billing status, process credit card reconciliation payments, and resolve issues with vendors.

Accounts Receivable:

- a) Preparing bank deposit.
- b) Posting payment to appropriate accounts.
- c) Reviewing past due invoices.
- d) Maintaining the detail and summary spreadsheets for unallocated funds.
- e) Preparing invoices; reviewing and posting.
- f) Respond to customer service inquiries, research billing status, process credit card payments, and resolve issues with customers.
- g) Communicates with Agency staff, districts, and vendors to gather information about billings, accounts, etc. to identify and resolve problems.
- h) Establish and supervise a program of accounting sufficiently to record in detail all money and credit transactions, including student body funds.
- i) ODE Grant Management, Consolidated Collection, and CNP Program collections and reporting Responsible for management and budget of Food Service Program, including all federal reporting, claims, and the Summer Food Program.

Contracts Purchasing:

- a) Assisting Agency staff with preparation of expenditure contracts.
- b) Maintaining useful and up-to-date vendor list.
- c) Maintaining up-to-date information relative to the procurement function.
- d) Researching and verifying accounts payable invoices.
- e) Processing invoices for payment.



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- f) Verifying invoice approvals.
- g) Running and distributing vendor check payments.
- h) Maintaining vendor filing systems.
- i) Respond to vendor inquiries, research billing status, process credit card reconciliation payments, and resolve issues with vendors.

Human Resource/Payroll:

- a) New hire induction, orientation, and safety.
- b) Assemble, update new hire packets.
- c) Performs payroll data entry.
- d) Maintain payroll database; completes check runs and reviews for accuracy.
- e) Handles filing, answers telephone calls, and answers employee questions regarding checks, benefits as they relate to payroll, and leaves.
- f) Sets up and maintains employee payroll files.
- g) Prepares and processes special payroll runs such as terminations and balance of contract payrolls.
- h) Calculates and pays payroll taxes, generates quarterly reports including, but not limited to, unemployment and PERS.
- i) Processes payments to payroll vendors and answers vendor questions.
- j) Reports and reconciles PERS information; responds to PERS data requests.
- k) Establishes payroll schedules and completes the District payroll each month, including all payroll taxes; keeps necessary employee records related to payroll.
- l) Coordinates employee benefits and PERS tracking.
- m) Acts as District liaison, communicating and corresponding regarding OEGB, PERS, employee benefits, payroll and the budget.
- n) Provide supervision of all liability insurance coverage, contracts, agreements and transactions affecting the District, including Worker's Compensation Insurance.

Additional Duties:

- a) Maintain regular and consistent attendance and punctuality.
- b) Work collaboratively and communicate effectively with staff and customers at all organizational levels.
- c) Perform other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

- a) All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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



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required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- b) Bachelor's Degree preferred, preferably in finance, business administration, or accounting. Three years successful work experience in financial management and accounting; school business preferred.
- c) Equivalent education and professional experience as the District may find appropriate and acceptable.
- d) Work requires an understanding and application of accounting practices; two years related experience or equivalent training.
- e) Strong skills in computer operations including data entry/maintenance in fiscal software
- f) (Financial accounting system or similar equivalent); Microsoft Office Suite, including intermediate to advanced proficiency in Excel, Word, and Outlook.
- g) Ability to read, understand, apply and explain District and department policies and procedures; requires detailed knowledge of department functions.
- h) Able to maintain confidentiality in daily work activities and the confidentiality of sensitive material
- i) Certificates as determined by the Agency including a valid driver's license.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate discounts, interest, ratios, percentages, etc.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems and collect data.

OTHER SKILLS AND ABILITIES:

Ability to work collaboratively. Ability to establish and maintain effective working relationships with coworkers. Ability to maintain confidentiality; listen to others without interrupting; remain open to others' Ideas; and contribute to building a positive team spirit.

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



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Heavy. This position is classified as Light. Human Resources has available detailed descriptions of physical demands for agency positions. During the final hiring process, you will need to review physical demands of your position.

WORK ENVIRONMENT

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

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description at any time as it deems advisable.

REPORTS TO: Superintendent

START DATE: 07/01/2018

END DATE: 06/30/2019

APPLICATION DEADLINE: 6/01/2018 or until filled

INFORMATION: One year contract with term to be negotiated after completion of the first year; Perrydale School District is located 25 minutes west of Salem located in Polk County.

APPLICATION PROCESS:

To apply go to www.perrydale.k12.or.us, and click on the EMPLOYMENT link, click on the job postings link located on the bottom middle of the page **download the Classified Application and submit to emilburn@perrydale.k12.or.us** or fax (503) 835-0631 with a letter of intent and references.

APPLICATION QUESTIONS: Eric Milburn, Superintendent, 7445 Perrydale Road, Amity, OR 97101

503-623-2040, ext. 1222, emilburn@perrydale.k12.or.us

Open: 05/14/2018 Close: until filled

Perrydale School District is an equal opportunity educator and employer.