

Satsop School District Business Manager

Job Type: Regular Part-Time

Location: Satsop School District, 853 Monte-Elma Rd, PO Box 96, Satsop WA 98583

Salary: \$25.77 to 31.35 per hour (depending on experience in this position) 1050 hours per year or more as needed.

Opening Date: November 13, 2019

Closing Date: For best consideration submit by December 31, 2019

Required Attachments: Cover Letter, Resume, Application (found on satsopschool.org), and two letters of reference.

Description:

The Business Manager is responsible for preparing and monitoring all state and federal reporting including: the annual budget and financial statements, S-275 personnel report, monitoring and claiming all apportionment and grants, food service and enrollment reporting. This position includes preparing monthly payroll, purchasing, accounts payable and records management.

Examples of Duties:

- Serves as financial officer of the district, serving as the district's auditing officer. Ensures compliance with a wide variety of laws, rules, regulations, internal controls, and procedures.
- Plan and prepare the annual school district budget and maintain appropriate budgetary controls.
- Perform monthly payroll which includes time and effort, benefits, taxes, leaves, and annual contracts. Take responsibility for payroll related accounting procedures and reports such as Social Security, Internal Revenue Service, Retirement System, Unemployment, Labor & Industries, Paid Family Medical Leave, etc.
- Process accounts payable which include monthly expenditures, claim reimbursement, monthly reconciliation, reports.
- Financial responsibility include investments, petty cash, bank transitions and deposits.
- Compiles and submits S-275 Personnel Reports, year-end financial report, and enrichment levy reports.
- Prepares and submits state reports as required for student enrollment.
- Prepares required reports for student food services program.
- Attend monthly school board meetings and prepare agenda and minutes.
- Provide monthly analysis and status reports for all revenue and expenditures of the district for all funds.
- Articulate and interpret the financial position of the district to the school board and superintendent.

- Receives telephone calls, incoming mail and maintains filing systems.
- Act ethically and confidentially in all aspects of employment. Communicate effectively with staff, parents, students, and community both in person and on the phone.
- Other duties as assigned.

Qualification:

- High School Diploma
- A financial background, knowledge of accounting practices, budgeting, fiscal reporting.
- Experience in financial management at a school district level preferred.
- Satisfactory results from fingerprinting and background checks.

Supplemental Information:

Cognitive Demands

- Requires organization and time management; requires adaptability and flexibility in working with different staff, and community members; requires effective decision-making and problem solving.

Physical Demands

- May require prolonged sitting, may be exposed to visual display terminal for prolonged periods; while performing duties of this job, the employee may be required to sit, stand, walk lift, carry, stoop, kneel, talk and hear.

The Satsop School District No. 104 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 used of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance or complaints of alleged discrimination should be directed to Satsop School District Title IX, Civil Rights and Section 504/ADA Coordinator, Mrs. Marsha Hendrick: PO Box 96, Satsop WA 98583. Telephone 306-482-5330. Email: mhendrick@satsopschool.org