

Black Butte School District #41

Job Description

Position: District Clerk/Business Manager

Reports To: District Administrator

FLSA Status: Exempt

Job Purpose Statement:

The District Clerk/Business Manager is committed to the pursuit of excellence by demonstrating a willingness to speak honestly, listen openly, and work collaboratively as a member of the Black Butte School District community. The person in this position stewards the short- and long-term financial operations of the District in collaboration with the District Administrator and the Black Butte School Board of Directors. The District Clerk/Business Manager demonstrates personal and professional honesty and integrity in all aspects of their work at Black Butte School District.

Required Education and Experience:

1. Bachelor's degree in a relevant field or equivalent experience
2. School accounting, business accounting, public administration, or other equivalent work experience

Required Skills and Dispositions:

Demonstrated skills in using technology and computer-based software; i.e., email, word processing, accounting software, Google products, and Microsoft Office Suite; researching information sources and writing reports; money and/or grant management, financial analysis, and budgeting. Collaborative team player with co-workers and supervisor. Strong communication, interpersonal, leadership, and problem-solving skills.

Ability and willingness to learn and implement all necessary processes for the smooth functioning of the business office; work independently and as part of a collaborative team; maintain a well-organized office; and maintain confidentiality in all District affairs. Candidate must be able and willing to perform responsibilities on site.

Essential Duties and Responsibilities:

School Board:

1. Work closely with the Black Butte School Board of Directors to ensure their work is aligned with District policies.
2. Gather information as determined by the Board and Leadership Team.
3. Prepare and distribute Board agenda and packets, post required meeting notices, and take minutes at all Board meetings.
4. Communicate relevant information to the Leadership Team and the Board in a timely fashion.
5. Work to ensure that Board policy is being correctly administered.

District Administration:

1. Respond to common inquiries from Board members, parents, staff, regulatory agencies, or members of the community in a professional verbal and written manner.
2. Represent the District in its dealings with other school systems, institutions, agencies, community organizations, and the general public.
3. Complete reports required by Oregon Department of Education (ODE) and federal agencies, in collaboration with District Administrator.
4. Maintain accurate student records, student enrollment information, and health/immunization and reporting of such to the state.

Black Butte School District #41

Job Description

5. Perform human resources duties as assigned, including Public Employees Retirement System (PERS) and Oregon Educators Benefit Board (OEBB), personnel confidential files, contracts, and salary scheduling in collaboration with District Administrator.
6. Help facilitate the completion of long-term projects, in collaboration with project leads and District Administrator.

Financial:

1. Assume responsibility for the financial affairs of the District, including bank statements, accounts payable/receivable, timesheets and payroll, petty cash, and credit card use; monitor revenues and expenditures throughout the year.
2. Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
3. Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations.
4. Ensure compliance with District, state, and federal laws, rules, and regulations.
5. Act as the District purchasing agent. Coordinate purchase orders and accounts payable functions, ensuring that expenditures are charged to appropriate accounts.
6. Coordinate all District grant accounting and financial reporting.
7. Provide information, prepare periodic reports, and maintain all necessary records as requested by the District Administrator, ODE, and the District's outside auditors.
8. Coordinate the year-end independent audit. Assist auditor to complete the annual school audit for presentation to the Board and submittal to the required state and ODE departments.
9. Prepare monthly financial reports for Board meetings.
10. Serve as Budget Officer for the District. Perform revenue forecasts and cash-flow analysis; prepare revenue and expenditure projections; collaborate with the Head Teacher and District Administrator to develop of the annual budget, including county and state filing; assist in the presentation, justification, and preparation of additional analysis required to understand the budget proposal for action by the Board.
11. Coordinate, process, and control the transfer of budgeted funds.

District Clerk:

1. Collect, open, and organize District mail.
2. Answer and respond to phone calls in a timely manner.
3. Troubleshoot and coordinate service and supplies of the school's office equipment.
4. Work with Education Service District IT department to troubleshoot computer problems.
5. Maintain the District's website.
6. Update the outside calendar monthly.
7. Work with the Head Teacher and District Administrator to create and distribute monthly newsletter and email bulletin.
8. Perform other tasks as requested by the Board and Leadership Team.

Other Job Functions:

1. Assist other personnel as needed to support them in completing their work activities.
2. Maintain professional and technical knowledge and skills by participating in professional development opportunities.

Black Butte School District #41

Job Description

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.

Black Butte School District is a very small district with a dedicated staff and Board. Our work culture is collaborative and respectful. Our team consists of nine full- and part-time staff. We work together to problem solve, plan, and celebrate. The District Office is a single structure separate from the school building. It is an open space shared with the District Administrator. The office equipment includes, but is not limited to, a copier, phone, and computer. The noise level in the work environment is usually low to moderate, depending upon the number of people in the office attending meetings.