



**Easton School District No. 28
Job Posting**

Position Title:

Business Manager

Closing Date:

Open until filled

Reports To:

Reports to and receives direction from the Superintendent / Principal

Summary:

The Business Manager is responsible for budget development and management and reporting of fiscal activities of Easton School District including Purchasing, Payroll, Accounts Payable and Human Resources.

Essential Duties and Responsibilities:

- Serves as the district's auditing officer and ensures compliance with a wide variety of laws, rules, regulations, internal controls, and procedures.
- Directs and coordinates the preparation of the district's annual budgets including the General Fund, Debt Service Fund, Capital Projects Fund, Transportation Vehicle Fund, and Associated Student Body Fund. Coordinates budget planning and financial projects, analyzes data and management information, and makes recommendations for sound fiscal decisions. Coordinates the formal budget adoption process with the Superintendent.
- Directs and coordinates all fiscal services for the district. Ensures comprehensive accounting and financial reporting systems and procedures; maintains budgetary and expenditure controls.

- Reviews, analyzes and interprets a wide variety of financial and management information for the Superintendent, Board of Directors, administrators, staff, and the public. Makes recommendations and provides advice and strategies for use in matters of fiscal and business impact such as budget preparation, revenue forecasting, demographic and enrollment projections, collective bargaining, school construction, levy and bond issues and other matters.
- Development, preparation and interpretation of a variety of financial reports such as the status of budget accounts and general financial condition of the district. Reports monthly and annually financial activities to the Superintendent and Board of Directors.
- Assists with applying for grants, including I grants, and ensuring compliance with grant requirements.
- Prepares a variety of reports and correspondence as required; directs the establishment and maintenance of files and records.
- Process Payroll which included Time and Effort, Benefits, Taxes, Leaves.
- Maintaining Human Resource functions such as: Job Posting/new Hires and onboarding. Employment Contracts. Certification and salary placement.
- Transportation reporting requirements and state staff reporting requirements.
- Oversight and supervision of Accounts Payable/Receivable, which include monthly expenditures, claim reimbursement, monthly reconciliation, approval of purchase orders reports.
- Manages District wide budgets which include General budgets, Classroom Budgets, ASB and produce budget status reports.
- Financial responsible include investments, Petty Cash bank transactions and deposits.
- Compiles and submits S-275 Personnel Reports, Annual budgets, Year-end Financial report, Enrichment Levy reports.
- Assists and compiles financial documents for annual audits.
- Assists in preparing financial documents for bargaining agreement and cost projections.
- Prepares and submits state reports as required for student enrollment.

- Other duties as assigned by the Superintendent.

Required Knowledge, Skills, and Abilities:

- Demonstrated ability to work well with staff members, administrators, Board of Directors, and community members.
- Knowledge of public school finance reporting, procedures and legal requirements.
- Ability to read, write, speak, calculate and communicate effectively.
Skill in providing leadership in financial management.
- Skill in communicating financial status and reports to staff, the Board of Directors, and community groups.
- Skill in performing a variety of cost analyses and calculations.
- Ability to interpret laws and regulations related to business and finance.
- Knowledge of the principles and practices of supervision and skill in supervision.
- Ability to organize and prioritize work.
- Knowledge and experience in Washington State's school budgeting, accounting, technology, purchasing and data processing.
- Ability to construct, implement, and monitor timelines and meet deadlines on projects and reports.
- Ability to establish and maintain effective working relationships with staff and the public.
- Skill in verifying data and detecting errors.
- Ability to multi-task, allowing for interruptions and working well under pressure.
- Skill in organizing tasks and duties.
- Ability to follow instructions and problem solve.
- Ability to maintain a positive attitude at all times.

- Ability to practice ethical and professional standards of conduct.

Education and/or Experience:

- Bachelor's degree in accounting or equivalent work experience/education.
- Experience with Washington School Information Processing Cooperative (WSIPC) fiscal programs.
- Experience with school operations management.

Language Skills:

Ability to read, interpret, and follow instructions in written and oral forms. Ability to effectively present information and respond to questions.

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; requires ability to effectively manage subordinates; requires dealing with challenges of time constraints and multi-tasking.

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.

While performing the duties of this job, the employee is regularly required to walk, stand, and use the hands to handle, finger, or feel objects, tools, or controls. The employee will occasionally bend or twist at the neck and trunk, reach with hands and arms, stoop, kneel, or crouch, and may lift and/or move objects weighing up to 30 pounds. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

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.

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate. The employee has responsibility for the safety and wellbeing of others, and must be able to interact with other workers.

Work Schedule and Compensation

Non-Discrimination Statement:

Easton School District provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.