

**KNAPPA SCHOOL DISTRICT
JOB DESCRIPTIONS**

JOB TITLE/ASSIGNMENT

JOB TITLE: Business Manager/Human Resources/Operations
 LOCATION: Business office
 REPORTS TO: Superintendent
 SUPERVISES: Transportation, Food Services and Maintenance/Grounds
 FLSA STATUS: Exempt
 EMPLOYMENT STATUS: Regular

JOB SUMMARY

Position encompasses various business functions including budget preparation, monitoring expenditures, and reconciling various accounts with the established budget. Position performs various human resource tasks including employee recruitment and hiring, collective bargaining, employee benefits, and Workers Compensation and unemployment claims. Position monitors district operations including board policy compliance, budget preparation, school safety and facilities maintenance.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS

Business
1. Directs the accounting operation of the district, including payroll, the annual independent audit, GASB and GAAP requirements, and general ledger accounts. Prepares financial statements and reports for administration and the school board. Maintains a system to store and retrieve official district financial records to meet legal and school board requirements.
2. Supervises all contracts, agreements, and transactions affecting the business functions of the district, including purchasing, recording, and inventory process.
3. Prepares budget document for the superintendent in a form that meets all legal, managerial, and public information requirements for presentation to the district's budget committee.
4. Monitors various district and student body accounts and reviews district procedures to ensure that internal controls for all accounts are in place and functioning as required.
5. Monitors disbursements against authorized budget; reviews year-end balances and encumbrances, and reports results to the superintendent.
6. Prepares and submits periodic and annual reports for all grants and contracts. Performs data entry for year-end fiscal reports and annual budget reports to Oregon Department of Education.
7. Oversees leave accounting system and maintains Section 125 Plan information.
8. Oversees the payroll accounting functions including monthly, quarterly, and annual federal and state payroll reports; Workers Compensation, Social Security, unemployment and PERS reports; and reconciliations.
Human Resources
1. Coordinates the deployment of vacancy notices, supervises interviews of applicants and makes hiring recommendations for all licensed staff, classified staff, and supervisory/technical support

personnel. Creates letters of intent and employment contracts, and processes new employee paperwork.
2. Provides consultation and assistance to district administrators regarding matters of employment and labor relations.
3. Advises employees regarding salaries, benefits, employment status, policies, regulations, and collective bargaining agreement provisions. Participates in the collective bargaining process for licensed and classified bargaining units.
4. Interprets and ensures compliance with state and federal employment laws, state licensure requirements, district policies, and collective bargaining contracts.
5. Oversees personnel matters including employee transfers, employee investigations, and employee discipline.
6. Maintains accurate and organized filing and records systems, in both paper and electronic form, including up-to-date personnel and medical record files for current and former employees.
7. Manages Workers Compensation and unemployment reports and claims.
Operations
1. Assists the superintendent and principals in the general administration of board policy and administrative rules and regulations.
2. Assists in the development and preparation of the district's annual budget.
3. Apprises the superintendent of any events or circumstances which may require emergency and/or prompt action by the Board.
4. Oversees the operation of all district departments and schools, ensuring compliance with collective bargaining contracts, board policies, and administrative rules.
5. Maintains appropriate records and submits requested and required reports.
General
1. Has consistent, daily and punctual attendance.

NON-ESSENTIAL JOB FUNCTIONS

1. Operates various office equipment including telephones and photocopier machines.
2. Assists in training staff members on fiscal operations and budgetary software.
3. Acts as back-up for leave accounting process and accounts payable process.
4. Provides leadership and serves as a resource person to various Board subcommittees as assigned by the superintendent.
5. Attends meetings as determined by the superintendent.

OTHER REQUIREMENTS

1. Consistently follow all applicable federal and state laws and all district policies, work rules and supervisor directions.
2. Observe ergonomics of sedentary office work including placement of computers and monitors, and sitting alignment.
3. Observe proper lifting techniques and other strategies to avoid accidents and personal injury while performing job duties.
4. Perform other duties as assigned.

QUALIFICATIONS

- Degree in Business, accounting or related field.
- High School Diploma or GED
- Five (5) years of administrative experience to include Human Resource management experience.
- Minimum of five (5) years broad experience in the fields of finance and accounting.
- Demonstrated knowledge of bookkeeping and automated accounting systems.
- Demonstrated knowledge of school district operations and programs.
- Demonstrated skill in task organization and assigning tasks and project priorities.
- Demonstrated skill and ability to perform detailed data collection and recording tasks with attention to detail.
- Demonstrated skill in effective and appropriate verbal and written communications for a wide variety of recipients and in a wide variety of settings.
- Demonstrated ability to present ideas and solutions to customers in easily understandable language.
- Demonstrated ability to effectively present information and respond effectively to questions, in one-on-one and small group settings, and to students, staff and parents.
- Demonstrated flexibility in working with a wide variety of people with diverse backgrounds and competing objectives.
- Demonstrated basic knowledge and ability to create, maintain and revise budgets supporting assigned district operations.
- Demonstrated ability to work collaboratively with a wide variety of people in various settings.
- Demonstrated ability to quickly and effectively solve problems individually and in a group or team setting.
- Demonstrated ability to maintain effective working relationships with teachers, educational assistants, other school district personnel and other district partners.
- Demonstrated ability to read and interpret documents including safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- Demonstrated ability to write routine reports and correspondence.
- Demonstrated ability to carry out instructions furnished in written, oral, schedule or diagram form.
- Demonstrated knowledge of computer use and ability to use e-mail and internet software and proficiently use [Excel, MS Word, PowerPoint and Outlook Express].
- Demonstrated ability to type accurately and proficiently.

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 talk or hear. The employee is frequently required to walk, stand, sit, use hands and fingers for fine manipulation, handle or feel and reach with hands and arms and move around inside and outside of buildings. The employee is occasionally required to push, pull, bend, stoop, kneel or crouch. The employee must regularly lift and/or move up to 35 lbs. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is a standard office setting. The noise level in the work environment is usually moderate, but occasionally high depending upon the location, the student population and current activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions, including seasonal heat and cold. The employee may be exposed to blood borne pathogens.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED. THE DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL FUNCTION AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE OR GUARRANTEE ANY SPECIFIC TERMS OR CONDITIONS OF EMPLOYMENT.

I have read this job description and understand its requirements.

SIGNATURE _____

DATE _____

Date Business/HR/Operations Manager Job Description was established or last revised: _____