



Entiat School District Classified Recruitment Announcement Business Manager

OPENING: We are seeking applicants for the position of **Business Manager** for the Entiat School District.

DATES: APPLICATION DEADLINE: February *Open Until Filled*
ASSIGNMENT BEGINS: April 1, 2023 (negotiable)

COMPENSATION: Based on education and experience \$72,000-\$85,000
This position is full time, 260 days per year (Non-Union)
Eligible for medical, dental, and vision insurance, life insurance, State retirement
15 Vacation days per year
12 Sick Leave days per year
3 Personal days per year

PRIMARY DUTY: Oversee and Administer all aspects of the school district financial, business operations and human resources.
See page 2 for detailed job description

SUPERVISED AND EVALUATED BY: Superintendent

Entiat School District is located on the eastern slopes of the Cascade Mountain Range at the confluence of the Columbia and Entiat Rivers, about 15 miles north of Wenatchee. With a PreK-12 enrollment of approximately 330 students, the school system serves as the hub of community activities. Entiat is a family-oriented community with a rich history of support for public education, including passage of local enrichment levies. For more information about the district, visit www.entiatchools.org.

APPLICATION MATERIALS MUST INCLUDE:

- Letter of Interest for the open position
- Completed District Classified Application Form (available at www.entiatchools.org-'Employment')
- Current Resumé
- Transcripts (unofficial transcripts are acceptable)
- Three (3) Letters of Reference

(If application on file is current, just submit a letter of interest for this specific position)

CONTACT: Irma Verduzco (iverduzco@entiatchools.org) or (509) 784-1800 (Option #3) or FAX: (509) 784-2986
Entiat School District / 2650 Entiat Way, Entiat, WA 98822

SUBMIT APPLICATION MATERIALS via mail, e-mail, fax or personal delivery to contact above.

The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including 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 in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Greg Whitmore (Civil Rights Compliance Coordinator) via e-mail at gwhitmore@entiatchools.org, or Susan Morris (Section 504 Coordinator) via e-mail at smorris@entiatchools.org, or Bill Edwardson (Title IX Coordinator) via e-mail at bedwardson@entiatchools.org, or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822

Entiat School District #127

Business Manager

JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent in Business, Management or related field. Experience may be substituted for education.
- Experience using Skyward finance/human resources management software or equivalent system preferred.
- Must pass a Washington State Patrol and F.B.I. fingerprint screening examination and background check

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Current experience with Skyward or the ability to learn
- Knowledge of double entry accounting—some knowledge of fund accounting preferred
- Ability to organize ideas, time, and materials to accomplish goals. Must be technology-literate.
- Ability to establish and maintain effective working relationships with staff, professional colleagues and board members
- Ability to prepare and analyze complex data, numerical computation and comprehensive reports
- Knowledge of HR practices
- Knowledge of rules and regulations governing the operation of a K-12 school district.
- Ability to maintain a high level of confidentiality
- Must excel with Microsoft Word, Microsoft excel, typing, email calendar usage and math.
- Must be detail oriented

PRIMARY DUTY: The Business Manager will oversee and administer all aspects of the school district financial, business operations and human resources.

DUTIES AND RESPONSIBILITIES:

- Prepare the district's annual budget and budget extension documents
- Monitor expenditures and revenues against budget
- Analyze budget impacts and calculate costs related to changes or additions to programs
- Reconcile General, Capital Projects, Debt Service, ASB, Transportation Vehicle funds to county treasurer report monthly.
- Submit/present monthly financial report to the School Board
- Prepare district end of year reports (F196 Financial Statement, Notes to the Financial Statement, Schedule of Expenditures of Federal Awards)
- Apply for, track, claim and liquidate grants
- Serve as EDS District Data Security Manager and EGMS (grant system) Administrator
- Ensure the continued maintenance of internal controls
- Coordinate state and federal audits, prepare all documents for auditors
- Assist with preparing and providing information on bond and levy issues
- Review and submit monthly enrollment counts
- Participate in board meetings
- Audit and analyze purchases, accounts payable and payroll for completeness and accuracy
- Supervision of District Office Secretary and Fiscal Assistant
- Provide Human Resource Management oversight
- Assist Superintendent with union negotiations
- Provide Food Service Finance oversight
- Manage response to and recordkeeping for all public records requests
- Submit a variety of personnel and financial reports and data collections throughout the year by due dates
- Maintain punctuality and consistent attendance as required by District policy
- Other duties as assigned.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for this position. In the event of an emergency or situation requiring guidance from federal, state, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of staff and students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 10 or more pounds on a frequent basis.

Environmental Requirements: Ability to encounter constant work interruptions, work cooperatively with others; work independently, work indoors

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance, math skills at a high school proficiency level; judgment and the ability to process information quickly; learn quickly and follow verbal and written instructions and procedures; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Schedule Requirements: Ability to attend meetings and events outside of regular daily work hours as needed.