

WISHKAH VALLEY SCHOOL DISTRICT #117
4640 Wishkah Road
Aberdeen, WA 98520

JOB DESCRIPTION-BUSINESS MANAGER

POSITION: BUSINESS MANAGER

REPORTS TO: SUPERINTENDENT

Position Summary:

The business manager is the financial advisor to the superintendent and to the board of directors. He/she is responsible for the presentation of the fiscal information to all the stakeholders. In addition, the business manager must be able to make decision and follow laws relating to human resources and has oversight of risk management of the district. He/she must exemplify professionalism and flexibility representing board policies and superintendent directives to staff, community, and other government entities, included the ESD, the Grays Harbor Treasures' Office, and OSPI.

Duties and Responsibilities

1. Maintain oversight of the fiscal operations:
 - a. Develop, implement, and analyze annual budgets
 - b. Track expenditures by program and activity and revenues
 - c. Analyze need, project revenue and control expenditures
 - d. Monitor categorical programs
 - e. Maintain strict internal controls over all funds
 - f. Ensure compliance with applicable state and federal laws
 - g. Prepare and distribute required report to board of directors
 - h. Control cash flow
 - i. Prepare documentation for audit purposes
2. Monitor and bill for grants
 - a. Bill for grants on a timely basis
 - b. Monitor grant expenditures for compliance with the intent of the grant
3. Maintain oversight of human resources functions
 - a. Review and implement laws and rules regarding personnel compensation
 - b. Review and implement laws and rules regarding unemployment and workers' compensation
 - c. Prepare the payroll accurately and timely
 - d. Prepare monthly, quarterly, and annual reports
 - e. Maintain records regarding retirement, benefits, certification, and federal reporting
 - f. Negotiate with classified and certificated staff

4. Maintain oversight of risk management
 - a. Facilitate workplace safety
 - b. Protect district assets

5. Miscellaneous duties
 - a. Record management
 - b. General support for other staff members
 - c. Attending, recording, and transcribing minutes of board meetings
 - d. Advising ASB Treasure
 - e. Assisting superintendent as directed
 - f. Reporting informally to board members on district events as directed by superintendent
 - g. Staying informed on current legislation and issues that will or might impact the district.
 - h. Other duties as assigned.

Minimum Qualifications Education/Experience:

1. Pass a WSP/FBI fingerprint criminal background clearance (applicant's expense)
2. High school diploma or equivalent

Knowledge/Skills/Abilities:

1. Ability to work in a friendly manner with co-workers, students and public.
2. Ability to read and comprehend instructions.
3. Ability to perform duties with awareness of all district requirements and Board of Education policies.
4. Ability to possess an understanding of OSPI regulations.
5. Ability to utilize technology related equipment (computers, etc.) in the performance of the job.

Physical Demands/Work Environment:

While performing the duties of this job, the employee is frequently required to sit for extended periods. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

Evaluation: There will be an annual evaluation of the Business Manager by the superintendent at the conclusion of the year which will be placed in the Business Manager's personnel file.

Benefits/Compensation/Work Schedule

1. This position is a 12-month position by contract.

***Equity & Non-Discrimination Notice:** Wishkah Valley School District does not discriminate in any program 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 use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.*