



*Coquille*

School District #8

970 N Central

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

**DATE:** March 9, 2023  
**TO:** All Interested Parties  
**FROM:** Rachel Price, Human Resource Director  
**SUBJECT:** Notice of Vacancy

**Coquille School District has the following opening:**

**Business Manager** - \$90,000 - \$115,000 DOE. Benefit package with PERS pickup, 12-month calendar including holidays and 4-weeks of vacation. Start date: July 1, 2023

**Qualifications:** The Business Manager oversees the financial and business services of the District, ensuring that the District stewards and appropriates its resources in a legally sound, forward-thinking, thoughtful and efficient manner and assures the short and long-term financial stability of the organization. The incumbent serves as the key advisor to the Superintendent on all matters related to financial services.

**APPLICATION:**

**A Complete Application Consists of:**

- 1) Letter of interest
- 2) Resume, including three references with phone numbers
- 3) District Application [www.coquille.k12.or.us](http://www.coquille.k12.or.us)

**SEND TO:** Rachel Price  
970 N Central  
Coquille, OR 97423  
Telephone: (541) 396-2181  
Fax: (541) 396-5015  
rprice@coquille.k12.or.us

**CLOSING DATE:** Open until filled

**TERMS OF EMPLOYMENT:** Pre-employment drug testing required

Coquille School District is an EOE.

*If you have a disability and need this publication in an alternate form,  
please contact Coquille School District 8, 541-396-2181*

# *Job Description*

Job Title: **Business Manager**

Assignment: **District Office**

Reports to: **Superintendent**

Evaluated by: **Superintendent**

**Position Overview:** Under the direction of the Superintendent, the Business Manager assumes responsibility for planning, directing, overseeing, and participating in all aspects of financial operations and business services of the District. The Business Manager supports the Coquille School Board's goals and provides leadership to ensure responsible stewardship of and accountability for public resources.

## **1. Essential Duties and Responsibilities:**

- a. Direct the financial functions of the District including accounting, payroll, purchasing, cash receipts, accounts payable, grants, student body accounting, cash management, and audit, in compliance with all District policies, federal, state, and local laws, rules, and regulations.
- b. Interacts with other District administrators and the superintendent in providing overall District leadership including monitoring reports.
- c. Act as the agent for all District procurements, contracts, agreements, and transactions affecting the business functions of the District; develop specifications and provide oversight for contract compliance.
- d. Consult with the Superintendent, School Board, and other District personnel on all matters related to business services; provide financial data, projections and analysis regularly and as requested by the Superintendent or School Board.
- e. Oversee the financial condition of the District to assure the fiscal well-being of the District; track, analyze and project revenues and expenditures in relation to predictions about State funding, enrollment trends, and other significant variables.
- f. Prepare the annual budget under the general direction of the Superintendent; oversee the District budget, review financial status reports, prepare and revise projections, ensure budgetary compliance with statutes governing public entities, and make recommendations for budget changes as necessary.
- g. Oversee and manage the timely processing of accounts payables/receivables, purchase orders, and reimbursements, assisting when needed; ensure that expenditures are approved and appropriate; and ensure the timely deposit of funds and the monthly reconciliation of bank accounts.
- h. Oversee and manage all payroll processes, including the schedule, payroll taxes, benefits and deductions, payroll reports, and all related employee records.
- i. Administer and manage the District's cash flow, investments, debt issuances, and capital project financial management in accordance with applicable District, federal, state, and local laws and regulations; complete all required federal, state, and local reports in a timely manner.

- j. Attend School Board, Budget, Administrative, and other meetings as directed by the Superintendent.
- k. Coordinate the annual financial audit with external auditors in accordance with federal and state laws.
- l. Oversee all aspects of the District's property, casualty, liability, and workers compensation insurance coverage.
- m. Works closely with the Superintendent, School Board, building administrators and program supervisors to provide adequate background on financial matters in order to support sound financial practices and decisions and to provide the best possible educational services with the available financial resources.
- n. Work collaboratively with District Office staff and provide support as needed for daily operations; supervise and evaluate Confidential staff.
- o. Participate in professional development for school business as directed and approved by the Superintendent.
- p. Attend work regularly and be punctual.
- q. Perform other duties as assigned by the Superintendent.

## **2. Other Job Functions:**

- a. Performs duties in a respectful, inclusionary and efficient manner that builds the confidence of staff, students and the public.
- b. Observes laws, District policies and procedures and professional standards for the position.
- c. Establishes and maintains effective working relationships with staff and the public; works collaboratively as a team member.
- d. Performs work responsibilities with strong organizational and presentation skills effectively under pressure of deadlines, difficult situations, interruptions and new or emergent conditions.

## **3. Qualifications:**

- a. Knowledge of:
  - i. Thorough knowledge of principles and practices of public financial management, including governmental accounting, budgeting, purchasing, payroll, debt issuance, investment management, financial forecasting, and human resource management.
  - ii. Thorough knowledge and understanding of federal, state, and local legislative process; laws, codes, and regulations related to the financial administration of school district
  - iii. Knowledge of and ability to make full use of appropriate technology; experience with or ability to learn accounting software.
- b. Ability to:
  - i. Ability to communicate clearly and concisely in English, both orally and in writing, to a wide range of audiences.

- ii. Ability to establish and maintain cooperative working relationships with parents, community, staff, and students in a professional manner as a representative of the District.
- iii. Ability to analyze, interpret, summarize and present complex financial, administrative, contractual, statistical and technical information and data in a clear manner.
- iv. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement selected strategies.
- v. Ability to effectively perform duties and responsibilities with strong organizational skills under pressure of deadlines, difficult situations, interruptions, and in a manner that reflects strong professional judgment.

**4. Minimum Qualifications:**

- a. Five (5) years progressively responsible finance work, preferably in school business.
- b. Willing to take coursework or training at district expense as approved by the Superintendent.

**6. Physical Requirements:**

- c. In an eight (8) hour day, employee may
  - i. Stand/Walk                      6-8 Hours
  - ii. Drive                              1-2 Hours
  - iii. Sit                                7-8 Hours
  - iv. Stoop/Squat/Bend      1-2 Hours
  - v. Lift/Carry                      1-2 Hours      Up to a weight of    50 lbs
  - vi. Climb Stairs                  Daily
  - vii. Use hands for repetitive motions      Continually
  - viii. Use feet for repetitive movements      Frequently

**Note:** If hired, no unauthorized comments or postings about district business or students are allowed on social media.

This job description, developed January 31, 2022, supersedes all prior descriptions for this position.

**I have reviewed this Job Description and understand the contents.**

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Employee

Date

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.