

VACANCY NOTICE

Title: Deputy Clerk/Business Manager

Open: May 29, 2018 Close: Open until filled

General Information

Mapleton School District is accepting applications for a full-time (1.0 FTE) Deputy Clerk/Business Manager. Mapleton School District (MSD) is a 1-A school district located in Mapleton, Oregon, one hour west of Eugene-Springfield, within the Siuslaw National Forest on the Siuslaw River. We serve approximately 160 students from the communities of Deadwood, Swisshome, and Mapleton. MSD is composed of three schools – Mapleton Elementary School, Mapleton Middle School, and Mapleton High School—all located on a single campus. MSD operates on a four-day school week. The Deputy Clerk/Business Manager has the discretion of selecting a four-day or five-day 40 hour work week.

This position assumes responsibility for the supervision of the business operations and the business services of the district and under the direct supervision of the District Superintendent. The Deputy Clerk/Business Manager also serves as Board Secretary and oversees the board of education operations. The Deputy Clerk/Business Manager shall perform these responsibilities in accordance with legal requirements, adopted policies, procedures and other administrative controls established by the Board, state and federal law and the Superintendent. This position is also responsible for implementing and maintaining fiscal and other assigned programs and services to ensure that objectives of programs and services are achieved within budget.

This position is located at the Mapleton School District Office located at 10868 East Mapleton Road, Mapleton, Oregon 97453. Questions regarding the application process may be directed to: mmceldowney@mapleton.k12.or.us.

Duties and Responsibilities:

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Maintains a working knowledge of the laws of the state of Oregon applicable to school business.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Board.
- Implements accounting procedures for the purpose of maintaining accurate records and internal controls.
- Maintains a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, personnel files, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Manages a wide variety of programs for the purpose of ensuring district compliance with state, federal and/or county regulations.
- Monitors budgets and expenditures for the purpose of ensuring that expenses are within budget and/or fiscal practices are followed.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Keep accurate District records on all financial transactions using SunGard Pentamation software.
- Makes necessary and required monthly reports to the Superintendent for distribution to the Board.
- Prepares journal entries and posts to District books.
- Manages and prepares the annual budget within district guidelines and ensures fiscal compliance.
- Oversees audit preparations and ensures compliance.
- Monitors and tracks all revenues and expenditures of the District.

- Administers and manages the District's cash flow, and invests funds to the best advantage for the District.
- Maintains accurate accounts payable/receivable files and bank account balances, including depositing funds received into District bank accounts and reconciling all accounts monthly.
- Establishes payroll schedules and completes the District payroll each month, including all payroll taxes; and keeps necessary employee records related to payroll.
- Coordinates employee benefits and PERS tracking.
- Appropriately maintains and secures confidential records and inquiries.
- Oversees and must have knowledge of the National School Lunch Program.
- Serves as Board Secretary: prepares for and attends regular and special session board meetings, records official minutes, creates board packet.
- Other duties as assigned.

Qualifications

- Knowledge of generally accepted accounting principles and Oregon School Finance.
- Ability to develop financial plans and manage resources.
- Proven skills in working collaboratively and productively in a team environment.
- Ability to provide positive leadership, training and consultation to district personnel.
- Equivalent of three to five years' experience in similar accounting duties, preferably in an educational fiscal department.
- Bachelor's degree in accounting or business administration with emphasis on accounting and finance is preferred or equivalent accounting experience.
- Alternative combination of the above education and professional experience as the District may find appropriate and acceptable.

Salary and Benefits

- This is a confidential position.
- This is a 260-day position. The Deputy Clerk/Business Manager has the discretion of selecting a four-day or five-day 40 hour work week.
- \$50,000 - \$60,000 depending on applicant's qualifications, relevant training and experience.
- Employer-paid PERS. MSD pays the 6% employee contribution on behalf of each employee.
- Benefit package includes medical, vision, dental, voluntary life and disability coverage for confidential employees.
- Five paid personal days per year.
- Two weeks of paid vacation leave per year.

Application Process

1. Applications are available at www.mapleton.k12.or.us > District > Employment Opportunities.
2. Applicants **must** submit a completed employment application with a resume and cover letter, two letters of reference and supplemental questions (attached).
3. Submit to jomara@mapleton.k12.or.us with subject line Business Manager Application, or mail to Attention: Human Resources, 10868 East Mapleton Road, Mapleton, OR 97453, or fax to (541) 268-4632. It is the responsibility of the applicant to ensure the application was received by MSD.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Describe how you obtained your knowledge or experience performing accounting functions. Include (a) preparing and analyzing financial statements and budgets (b) reconciliations and (c) accounts payable and (d) payroll processing. (Open Ended Question)
2. * Describe your experience in setting priorities, meeting deadlines in a fast paced office environment with interruptions. (Open Ended Question)
3. *Please describe the types of confidential information you have handled in previous positions, and the steps you have taken to safeguard that information. (Open Ended Question)
4. * Describe your computer experience and the types of documents generated for each of the following: (a) spreadsheets (b) word processing (c) databases and (d) computerized accounting systems. Indicate the specific software you used for each application. (Open Ended Question)