

Corvallis School District #1
Position Description

Position Title: Director of Business Services (Business Manager/District Clerk)

Department: Superintendent's Office

Reports to: District Superintendent

Summary:

- Provides the skills and supervision necessary for the efficient operation of the School District's business office so as to allow the smooth operation of the District's educational programs. This individual also serves the Board of Trustees as Clerk and Elections Official.

Essential Duties and Responsibilities:

- Operates computer programs to complete and file as required: resolutions, trustee's reports, budgets, financial data and Federal projects, taxes receivable, Treasurer deposits, year end close-out, final GAAP entries, 5500 form/Employee Benefit plan, payroll, accounts payable.
- Monitors financial data in all funds.
- Builds and monitors budgets for the General, Transportation, Adult Education, Bus Depreciation, Debt Service, and Retirement Funds.
- Prepares for audits.
- Acts as Election Official for trustee, bond, and levy elections.
- Supervises business operations of the school.
- Attends all school board meetings, records minutes, and performs follow-up as requested by the Board of Trustees.
- Serves as supervisor backup for payroll and accounts payable.
- Works closely with all department heads, administrators, superintendent, Board of Trustees, and staff to maintain communication in all areas.
- Performs other tasks as assigned.

Supervisory Responsibilities:

- Assistant Clerk

Education and/or Experience:

- College degree in accounting or a strong background in GAAP and school accounting.
- Knowledge of Montana School Law
- Computer literate

- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Criteria:

- Carries out all job duties following established Corvallis School District policies, procedures, and practices consistent with the mission and philosophy of the school.
- Responsible for promoting a safe work culture. Performs all tasks in a proper and safe manner following established policies, general safety rules, and safe operating procedures.
- Demonstrates an attitude of collaboration, cooperation, and collegiality by the use of excellent verbal and non-verbal communication skills in a spirit of team play in order to assure high quality outcomes for all students, staff, and community members.
- Attends and participates in departmental studies and projects, workshops, seminars, etc.
- Willingly assumes other duties as assigned by the Superintendent.

Equipment Used to Perform Job:

- Standard Office Machines and Computer Programs

Critical Physical Demands:

- Standard office physical demands

Employment Term:

- 12 months
- \$70,000-\$80,000