

SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

Kyle Earhart, President

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Directors: Joel McBride, Jeannie Peters, Joe Smith, Penny Wilken

David Blackburn, Superintendent

Date: July 10, 2018

Position: **Business Manager**

Status: Exempt

Minimum salary: **\$61,000.** Minimum annual salary plus benefits

Procedure for application:

Send application (available online at www.salidaschools.com), resume, letter of interest, three current letters of reference, and copies of certifications and transcripts (official transcripts will be required when hired) to:

Nancy Jones
Salida School District
Central Administration Office
349 East 9th Street
Salida, CO 81201

Closing date of application:

Position Opened Until Filled. First interviews will be conducted the week of July 30th.

Beginning date of employment:

August 6th, 2018

Conditions of employment:

Education: Bachelor's Degree in Finances
Licensure: CPA preferred
Experience: 2 Years of Governmental Accounting Preferred

General Description of the Role

The district is looking for a Business Manager to assist the Superintendent and Board of Education in ensuring all financial structures are compliant and of high quality. The Business Manager will report directly to the Superintendent. The Business Manager will collaborate with building principals to assist in the development, implementation, monitoring and improvement of all financial budgets and expenditures in all 6 schools. The Business Manager is to ensure all state and federal level reports and data are compliant and timely. The Business Manager will lead the budget development conversation with the Board of Education and public. The Business Manager will supervise accounts payable and payroll, including oversight of the Salida Early Childhood Center. If the Superintendent is unavailable the Business Manager will perform executive decision making regarding finances. The Business Manager will support the Board of Education, Collaborative Bargaining Team, and District and School Accountability Committees with needed research and data. The Business Manager will stay up to date with financial trends within the school budget conversation, specifically planning for long range consequences of budget decisions. This position requires a high degree of collaborative communication and leadership. It also requires substantial organizational and time management skills. Written reports require a skill set that allows for efficiency and accessibility. A high level of autonomy is expected with equal amounts of self-management.

Supervisor and Evaluator: Superintendent
Supervises and Evaluates: Accounts Payable, ECC Financial Lead, Payroll
Working Conditions: Maintain emotional control under stress. Occasional district-wide and statewide travel; frequent prolonged and irregular hours

Major Areas of Responsibility and Duties Specific to this Job

- Budget Development and Oversight
- Long range financial planning
- Evaluate and recommend improvements for daily operations
- Prepare and publish all district financial reports, including financial transparency compliance
- Maintain all assets inventory
- Supervise payroll
- Supervise accounts payable
- Supervise insurance decision making
- Ensures the timely transfer of funds from taxing authorities to the District.

Specific Skills Preferred

- Strong computer skills including Microsoft Office, Excel, and Infinite Visions.
- Strong organizational skills and attention to detail.
- Ability to collaborate with team members.
- Leadership skills that support program objectives.
- Experience with governmental accounting.
- Knowledge of best practices in accounting

Physical demands

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

The Salida School District does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position.

No smoking or tobacco use is allowed on school property or in school vehicles.

Contract for employment shall be subject to approval by the District Board of Education.

Selected applicant must comply with the District's Drug-Free Work Place Policy.