

Director of Business Services
North Santiam School District 29J
NORTH SANTIAM SD 29J

Reference ID:
Reference URL:

Position Information

Application Deadline Date: Open until filled

Start Date: ASAP

Position Description: **Position Description:**

- Direct, plan and supervise North Santiam School District financial functions including general accounting and internal control procedures, and purchasing functions.;
- Direct and supervise subordinate supervisory and non-supervisory employees including evaluating performance and initiating disciplinary action; respond to employee complaints;
- Develop policy for accounting, collections and auxiliary services to ensure accounting procedures, financial analysis and controls, and financial informational needs of the school district are met in accordance with generally accepted accounting principles;
- Develop and manage the investment policy of the school district. Invest funds in accordance with district policy, GAAP and Oregon Revised Statutes;
- Develop and maintain district budget system to allow a financial plan for resources and requirements;
- Oversee the budget process, develop timelines, instructions, reports and presentation of the budget within established guidelines;
- Prepare and present budget resolutions to the Board of Education;
- Prepare updates to district strategic financial plan and other financial and analytical information;
- Prepare year-end close-out of funds and ensure that required audits are conducted;
- Establish and maintain banking and merchant services;
- Monitor and develop the cash flow system;
- Monitor bank account balances and transfer funds as needed;
- Ensure proper filing of all financial legal documents with governmental agencies and offices;
- Maintain cooperative working relationship with district staff, other organizations, and the public;
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility;
- Provide guidance and information as necessary;
- Follow all safety rules and procedures for work areas;

- Engaged member of the district administrative team;
- Other duties as assigned.

Job Qualification Requirements:

- Must possess a broad knowledge of finance and management accounting principles and practices, investment methods, and Oregon local budget law;
- Master's degree in finance/accounting or Certified Public Accountant certificate or similar professional certificate;
- Five years of increasing responsibility in government or applicable private experience;
- Possess a "hands-on" approach to working with district finances;
- Excellent written and verbal skills to be used in small and large group settings;
- Ability to think creatively in a group setting;
- Work harmoniously with staff in a team setting;
- Proven capability to succeed in a stressful and demanding environment;
- Intermediate knowledge of Microsoft Excel;
- Take personal responsibility for professional learning;
- Maintain professional and technical knowledge by participating in professional development activities;
- Demonstrated ability to organize time and resources to perform multiple tasks simultaneously.

Grade Level(s):

Schedule: Full Time

Positions Available: 1

FTE (if part-time): 0

Duration:

Hours Per Day:

Days Per Week:

Salary Range From: \$70,000 /yr

Salary Range To: \$84,872 /yr

Qualifications Desired

Special Requirement(s):

Education/Degree(s):

Skills/Specialties:

Documents Needed To Apply:**Community and District Information****District Statistics:** (click)**District Website:**www.nisantiam.k12.or.us**Community Description:**

North Santiam School District 29J is located approximately 15 miles east of Salem along Highway 22, and includes the communities of Stayton, Sublimity, Lyons and Mehama. Stayton is the largest community in the District with a population of 7,500 residents and serves as the commercial and cultural center for the surrounding area. It is located near agriculture, timber, tourism and high-tech industry. Our communities have many activities for people of all ages, including a local YMCA, swimming pool, tennis courts, city park, movie theater, bowling alley, libraries in Stayton and Lyons, and the new Star Cinema, which offers concerts and special event performances by local and national performing artists. A myriad of recreational activities are within an hour's drive, including Detroit Lake, Hoodoo Ski Bowl, Silver Falls State Park, the Oregon Garden, and the beautiful Oregon Coast.

EEO and ADA information:

NORTH SANTIAM SCHOOL DISTRICT 29J IS AN EQUAL OPPORTUNITY EMPLOYER. Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of race, color, national origin, religion, sex, age, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Superintendent, Jack Adams has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The superintendent may be contacted at the District Office at 503-769-4928 for additional information and/or compliance issues.

How to Apply**Application Method(s):**Visit our district website **OR** Use the Apply Now button**Materials Required:**

Local Contact:

Liisa Zeimantz

1155 North Third Ave

Stayton, Oregon 97383

Work Phone: 503-769-0635

Liisa.Zeimantz@nsantiam.k12.or.us

