



# The Phoenix School of Roseburg

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## Business Manager

### Summary:

Phoenix School is recruiting for a new Business Manager to work directly among our nonprofit organization's administration leadership team and to serve as the primary financial personnel for the agency. Expectations include the responsibility of maintaining and balancing a relatively complex set of financial records under minimum supervision and guidance. The position requires frequent use of independent judgement and interpretive ability while maintaining a relatively strict adherence to regularly prescribed procedures and methods.

Primary functions of this position are to maintain payroll processes, fiscal records management, timeliness of payables/receivables, and work with Executive Director to prepare materials for an annual outside financial audit of the organization. This position also serves as the agency Food Services Director overseeing the staff who coordinate and serve three meals a day to students. Candidates should have a strengths-based approach and philosophy when working with all people. This position will directly report to the Executive Director and works a 12-month term annually.

*Opening:*                      *Immediately*

*Application Period:*      Accepting applications until filled

*Assignment:*                Full-time (40 hours/week), year-round 220 day contract with the school year calendar of breaks (Spring Break, Winter Break, etc.)

*Salary:*                        \$40,000 to \$48,000 (DOE).

*Benefits:*                     Retirement at least 6% of annual earnings  
Individual Health Insurance + Health Savings Account (*employer paid*)  
Dental Insurance (*employer paid*)  
Life Insurance Coverage (*employer paid*)  
5 Sick + 2 Personal Days of Paid Time Off

### **Position Requirements:**

- Strong familiarity with computerized accounting systems such as *Quick Books*.
- A minimum educational background of an Associate's Degree from an accredited college or university.
- Must have a desire to work in a building serving high school students in a professional manner and demeanor.
- Ability to work independently at times, show initiative, and communicate.
- Ability to stay calm under pressure and meet strict deadlines.
- Ability to successfully pass a drug test (random or otherwise).
- Perform in a professional manner while working with partnering organizations.
- U.S. citizen, national or lawful permanent resident.
- Must successfully pass a fingerprint criminal history background check.
- Regular and reliable attendance.

### **Preferred Qualifications:**

- Possessing a degree from an accredited college or university in accounting and/or business administration.
- At least two years of responsible accounting/bookkeeping experience in financial and statistical records.

- Prior experience working within a school and/or working with public funds.
- Excellent oral and written communication skills and the ability to communicate in non-technical terms with a diverse population of staff.

**Duties & Responsibilities:**

- Maintain financial records.
- Maintain internal control policies, guidelines, and procedure for activities such as budget administration, cash and credit management, and accounting.
- Maintains files of accounts payable and payroll employee files.
- Direct and monitor cash, check, and other receipts and deposits.
- Serve as the Director of the school's USDA Food Services program.
- Prepare monthly board financial reports and necessary materials for annual outside financial audit.
- Maintain risk management needs such as worker's compensation program, insurance coverage, maintenance of policies, inventory and appraisal documents.
- Maintaining retirement benefits reports.
- Creatively and collaboratively problem solve in their daily work with coworkers.
- Monitor, record data and complete required documentation of a professional quality and within specified timelines.
- Process confidential information.
- Manages mail correspondences (bills, verification inquiries, etc.) in a timely fashion.
- Fulfills other related duties as assigned or assumed.

**Marginal Duties and Responsibilities:**

- Provide telephone and in-person payroll inquiry support and insurance information.
- Keep current with federal and state laws impacting the school's business operations and accounting standards, as well as proposed legislation impacting financial operations and school management developments.
- May direct and distribute work to other clerical staff, including training of clerical employees.

**Physical Requirements:**

The physical demands describer here are representative of those that must be 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 functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required, in an 8-hour day, to sit for 5-8 hours; stand/walk/move around for 1-4 hours ; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

While performing the duties of the position, the employee works with standard office equipment with moving mechanical parts.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be low to moderate. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

**Phoenix School Info:**

Originally established in 1981 as an alternative school, Phoenix Charter School is an award-winning public school in the Roseburg School District and is open to all students in Douglas County. Serving an enrollment of 200 at-risk students, grades 8-12. Our school has a designed facility sited on a picturesque twelve-acre campus in east Roseburg, OR. We have outstanding community support and are recognized regionally for our innovative approach with Career & Technical Education and Trauma Informed Communities. Phoenix is a charter high school provided by the Phoenix School of Roseburg, a private non-profit youth development organization.

Phoenix is a great school for teachers and administrators seeking to make a difference. Class sizes are small (average 25 students) and teacher and administrator creativity is supported in the spirit of improving our student's lives and academic achievements. Many staff members have a long history working at Phoenix and know that they make a difference and are appreciated by students, their peers, our board, and the community.

Roseburg is the service center of rural Douglas County located on I-5 just over an hour south of Eugene and situated just over an hour from the Cascade Mountains to the East, the Oregon Coast to the West, and Rogue River/Southern Oregon to the south. For those who love outdoor recreation and a great place to raise children, Roseburg has much to offer. For more information check out the Roseburg Visitors Center and Chamber of Commerce's website at [www.visitroseburg.com](http://www.visitroseburg.com) and <http://www.theumpqualife.com/>.

Phoenix Charter High School is a subsidiary corporation of Phoenix School of Roseburg, a private, non-profit charitable organization. Information is available at our website at [www.roseburgphoenix.com](http://www.roseburgphoenix.com)

**Application Process:**

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. The school will provide timely notification to candidates whether they are selected for an interview.
2. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

***We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.***