AN INVITATION TO APPLY FOR
Business Services Manager

WASHOUGAL SCHOOL DISTRICT

Position Overview
The Business Services Manager is responsible for leading and developing the financial program and providing budget management for the Washougal School District in conjunction with the Superintendent and Board of Directors. This position provides the daily as well as long term oversight of all financial and accounting services, general oversight of food services, transportation, property, and district contracts. This position reports to the Superintendent.

Qualifications
» BA in Business Admin., accounting, or experience in business or accounting in a public sector or school district position desired, and successful experience as a school business manager.
» Knowledge of laws and regulations governing public school finance.
» Knowledge and experience in budget development and management and development and maintenance of systems of accounting, financial, and inventory controls.
» Knowledge of WESPaC/Skyward processing system preferred.
» Washington experience preferred but not required.
» Strong written and verbal presentation skills.
» Demonstrated ability to manage people and programs.
» Strong supervisory and organizational skills.
» Experience facilitating positive communications with staff, administration, board, and the school community.
» Ability to use multiple forms of technology to include MS Word, Excel, Outlook, Power Point.

How To Apply
Information and application materials may be obtained online: www.washougal.k12.wa.us

Washougal School District is an equal opportunity employer

WASHOUGAL SCHOOL DISTRICT
4855 Evergreen Way | Washougal WA 98671
P 360-954-3000 | F 360-835-7776

Superintendent Dawn Tarzian
School Board:
Ron Dinius, Chair
Teresa Lees
Elaine Pfeifer
Karen Rubino
Bruce Westfall

Search Schedule
Application Deadline: March 5, 2015 | 4 p.m.
Interviews: Mid-March 2015
New Employee Announced: March 20, 2015
New Employee Start Date: April 15 or earliest possible date after April 15

COMPENSATION
Salary range from $90,000 - 95,000, depending on experience.
The position is 260 days with paid holidays and vacations.

Job Responsibilities
» Develops district budgets and financial forecasts for the purpose of providing financial guidance and recommendations to the Superintendent and Board.
» Analyzes a variety of financial information for the purpose of providing required fiscal direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
» Prepares a wide variety of complex financial materials to include budgets, reports, analyzes, recommendations, procedures, contract language, inter-local agreements, etc. for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references.
» Articulates and interprets the District's financial position to the Board, parents, the community, administration, and staff.
» Completes and prepares all financial information necessary for the computation of Maintenance and Operations Levies and School Construction Bonds.
» Manages all district accounting and purchasing functions while ensuring compliance with district, state, and federal regulations.
» Monitors a variety of fiscal information, files, and records (i.e. fund balances, accounts payable/receivable, cash flow statements, budget transfers) for the purpose of providing up to date reference and audit trail for compliance.
» Participates in a variety of meetings to include Board Meetings, Financial Director's meetings, seminars, and conferences, and gather information related to district needs and resources.
» Assists building and program administrators with department, program, and school budget preparation. Provides ongoing monitoring and support to ensure fiscal responsibility.
» Prepares monthly and annual state and federal reports in compliance with OCBOA (Other Comprehensive Basis of Accounting).
» Supervises the positions of accounts payable, payroll specialist, fiscal assistant. Provides general oversight of the district food services program and transportation department. Works closely with our food services contractor. Supervises the Transportation Manager.
» Participates on the management team for collective bargaining to provide financial information and guidance.
» Other related duties as assigned by the Superintendent to ensure the efficient operations of the district.
The Washougal community is a vibrant combination of generational families who have long ties with the area and new families who have chosen Washougal for its location, its affordability, and its welcoming culture. Many Washougal School District staff members are also graduates of the district.

Washougal is a growing city (population: +/- 14,750) and the downtown area is being revitalized with new buildings and businesses joining established companies such as the Pendleton Woolen Mill and the Port of Camas-Washougal.

The city of Washougal is integrated into the larger Camas and Vancouver metropolitan area, complete with a wide array of retail operations and services. Despite its proximity to a large urban area, the community has maintained its “small town” feel and many unique locally-owned businesses. Across the Columbia River, it is just a short drive to Portland, Oregon’s largest metropolitan area with access to the amenities of a larger city including dining, the arts and an international airport. Nearby Mt. Hood, also in Oregon, provides both winter and summer recreational opportunities. East of Washougal along the Columbia River is one of the nation’s geological wonders, the Columbia Gorge, now famous for windsurfing, kite boarding, vineyards and orchards. Washougal is historically rich, a small city that is just a stepping stone away from other adventures offered by neighboring cities, the country and the wilderness.

The Washougal School District provides pre-K through 12th grade education for over 3,000 students in three elementary schools, two middle schools, one high school, and one alternative high school.

The district has an annual budget in excess of $28 million and a long history of strong community support demonstrated through the consistent passage of Maintenance/Operations and Technology levies.

Over the past five years, the key initiative to improve teaching and learning has been collaboration using the DuFour model for Professional Learning Communities. Vertical teaming and alignment across grade levels has also increased cohesiveness in instruction across the system. A focus on improving instruction through intentional collaboration and shared leadership is evident in increased achievement in several of the district’s schools.