



## **EMPLOYMENT OPPORTUNITY**

**POSITION TITLE:** Assistant Business Manager

**LOCATION:** Virtual

**CLASSIFICATION:** Confidential

**STARTING DATE:** ASAP

**REPORTS TO:** CFO & Directors

**WORK YEAR:** 21/22 School Year 260 days with 4 weeks vacation

**SALARY:** 52,000 - 67,000

**Application Deadline Date:** Open until filled

**Position Description:** The Assistant Business Manager works in a virtual collaborative work environment with the CFO, Directors, and Staff. The Assistant Business Manager will coordinate and perform technical and confidential payroll cycles, quarterly tax reporting, coordinate employee benefits, and maintains all personnel and leave records, coordinating job postings, new hire onboarding and record-keeping requirements, in a timely and accurate manner in support of the charter schools vision, long-term goals and the existing strategic operating plans.

### **ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:**

#### **Human Resources**

- Maintains personnel files for employees of the charter school
- Maintains timely, accurate, and efficient records of time cards, garnishments, other required and optional salary deductions, and benefit systems.
- Coordinates with directors and CFO to ensure compliance with policy, contracts, and regulations for all employee records
- New hire onboarding, verification of completed paperwork and required documentation
- Coordinates annual open enrollment for benefits and conducts employee benefit orientations
- Supports director and CFO with personnel related issues
- Maintains employment posters
- Posts job openings and coordinates pre-employment drug screens, fingerprinting, and background checks.
- Employment verification requests
- Coordinates with directors and CFO to ensure compliance with policy, contracts, and regulations for all employee records
- Coordinates with Marcola School District on shared software and platforms such as the district safe employee portal, WORKS.

#### **Payroll Service**

- Prepares monthly payroll and pays all liabilities.
- Issues and records adjustments to pay related to previous errors or retroactive changes.

- Tracks and reports employee leaves and makes appropriate adjustments in compliance with Charter policy, state, and federal leave laws.
- Ensures accurate and timely filing of payroll records and processes quarterly payroll reporting for state and federal.
- Reconciles and maintains all PERS records, making changes and resubmitting as necessary.
- Performs advanced level calculations and recordkeeping including: payroll processing, wage/overtime payments, paycheck advances, wage reductions or garnishments, leave account totals, etc.
- Prepares general ledger entries.
- Provides information to employees and managers on payroll matters, tax issues, PERS, and benefit plans.
- Appropriately maintains and secures confidential records and inquiries.
- Professionally represents the charter school in interactions with staff, and vendors.
- Maintains appropriate certifications and training, keeps informed about changes in tax and deduction laws pertaining to payroll, as required.
- Complies with applicable charter, state, local, and federal laws, rules, and regulations.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school; at least two years of accounting/payroll experience or equivalent combination of education and/or experience. Bachelor's degree (B.A.) preferred. Prior successful experience working in an accounting or payroll position strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, parents, and vendors.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond to questions in one-on-one and small group situations. Ability to verbally respond to common inquiries from staff, parents, and vendors. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, monetary units, common fractions, and decimals. Ability to compute, figure and apply rate, ratio, proportions, and percentages to practical situations. Ability to apply basic concepts of algebra, probability, and statistical inference.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** Strong working knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheet, word processing software, and other software programs as determined by the Charter School. Ability to type accurately and proficiently.

## TEACH-NW Employment Opportunity - Assistant Business Manager

- **Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors, and community members. Working knowledge of multiple states and federal leave and payroll laws strongly preferred. Ability to meet timelines and exercise good judgment while working in a dynamic environment.

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### **Application Requirements:**

Applicants must supply the following items:

Cover Letter

Professional Resume

Contacts for Recommendation (3 required)

### **Link to Job Posting**

<https://www.marcola.k12.or.us/teach-nw/employment-opportunities/>

[Apply Here](#)

**Employer Website:** <https://www.marcola.k12.or.us/teach-nw/>

**EEO and ADA information:** TEACH-NW is an affirmative action/equal opportunity institution. The charter does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, disability, or otherwise prescribed by applicable state and federal laws and regulations. TEACH-NW will provide reasonable accommodations for the known disabilities of all applicants upon request and with appropriate advance notice.

**Local Contact:** Phil Johnson/Bill Watkins/Adrienne D'Addabbo

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