SUMMARY
This position is responsible for processing and maintaining all fiscal functions of the school district in accordance with generally accepted accounting principles and school district policy. This includes financial analysis, internal and external reporting, cash management, budgeting, financial accounting, financial forecasting, purchasing, contract administration, pupil accounting, accounts payable, payroll, and fringe benefits. This position will serve on the District Leadership Team with a central role in school district planning and analysis of current programs and support systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
- Prepares and monitors all district budgets, including long-range financial planning in a collaborative approach with departmental leadership.
- Directs district fiscal functions in accordance with generally accepted accounting principles and district policy.
- Establishes and develops up-to-date systems of financial accounting that meet the requirements of state, federal, and Department of Education auditors.
- General administration of accounting functions for all district funds including internal controls.
- Prepare monthly district financial reports and ensure they meet all local, state, and federal requirements including timely submission.
- Prepare district year-end financial statements and coordinate the annual financial audit report.
- Participate with county and state organizations to stay abreast of school finance reform and other district-related issues.
- Understands Governmental Fund Accounting and maintains all payroll records in accordance with GASB.
- Processes, reconciles discrepancies, and maintains all payroll and attendance for the district and all necessary IRS, state and federal taxes, and ORS (retirement) reports related to payroll.
- Responsible for insurance processing and employee enrollment, including ACA tracking.
- Responsible for all of the recording of payroll information into the general ledger and timely payments of employee deductions.
- Responsible to process voluntary and involuntary payroll deductions, including but not limited to W-4’s, tax sheltered annuities, insurance, friend of the court, garnishments, direct deposits, etc.
- Process, distribute, and maintain files for W-2's, 1095c's, 1099's, 941's, and all other monthly, quarterly, and yearly reports.
- Work in conjunction with Human Resources to facilitate the employment and hiring process.
- Responsible for processing invoices, maintaining files of paid and unpaid invoices, and distributing checks for various district funds.
- Process and maintain purchase orders.
- Maintain W-9 vendor files.
- Responsible for inputting all journal entries relating to payroll and general ledgers of all district accounts.
- Responsible for preparing, maintaining, complying, and final reporting of all state and federal grants.
- Responsible for other duties assigned by the superintendent.

QUALIFICATIONS
- The position requires knowledge equivalent to that which normally would be acquired through the completion of a bachelor’s degree (BA) from a four-year college or university in Accounting, Finance, or related field. Prefer B.A.
- Prefer a minimum of two to four years of job experience in Accounting or Finance.
- Previous experience in a school district environment is preferred.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED
- Broad knowledge of financial budgeting, forecasting, and investing.
- Knowledge of school software systems and related accounting processes and procedures.
- Display willingness to make decisions; exhibit sound and accurate judgement; support and explain reasoning for decisions, with research/proof to back-up those decisions; include appropriate people in decision making process; make timely decisions through collaboration.
- Treats people with respect; keep commitments; work with integrity; be ethical; uphold organizational values.
- Strong interpersonal skills and the ability to communicate and manage effectively at multiple levels within the District.
- Follows District policies and procedures.
- Ability to organize integrated systems and processes; ability to analyze and solve complex problems.

CONTRACTUAL PERIOD/SALARY
- July 1 – June 30, full year employee
- Employment to start as soon as possible
- Salary range up to $85,000, and benefits, commensurating with education and experience

APPLY
- Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.ravennaschools.org that includes a cover letter, resume, references, and transcripts. Serious candidates may contact Greg Helmer, Superintendent, at 231-578-1247.
- Application deadline: Until Filled

It is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or English speaking ability, shall be discriminated against, excluded from, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Health, Education, and Welfare.