



Denali Borough School District

P.O. Box 280 • Healy, Alaska 99743 • (907) 683-2278 • FAX (907) 683-2514

Vacancy Announcement

December 11, 2023

Position: Business Manager

Location: Healy, Alaska (District office)

Position Summary: Under the direction of the Superintendent, administer the business and financial affairs of the school district in such a way as to provide the best possible educational services and support with the financial resources available.

Qualifications:

- Bachelor's degree in accounting, business administration, finance, or a related field.
- Three years' experience in K-12 educational, municipal, or other governmental business desired.
- Two years in administrative and supervisory experience desired
- Experience in Budget, Accounting, Payroll, Purchasing, Information System, Risk Management, etc.
- A combination of experience and education may be considered at the discretion of the district.
- Experience with financial reporting of federal and state grants.
- Must demonstrate a sound understanding and implementation of office business procedures and protocols, including but not limited to computer operations, MS Word, Excel, and PowerPoint, and accounting software applications.
- Working knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) required.
- Must have strong communication skills and the ability to work well with and lead others.
- Must demonstrate a cooperative attitude, and the ability to work with various personality types, including but not limited to the general public, state officials, district administration and school personnel.
- Must be self-motivated and able to work efficiently and effectively with minimal supervision.
- Must possess sound social, emotional, and professional judgment.
- Must be able to lift and carry up to fifty (50) pounds at varying distances up to fifty (50) feet.
- Must be able to work year-round (260 days) and varied hours (including evenings/weekends), as needed.
- Must be able to work well and handle stress-related situations in a positive, professional manner.
- Must be willing to perform essential functions, knowledge, and abilities outlined below.

Essential Job Functions:

- Hire, train, supervise and direct activities of all employees in the Business Department.
- Manage accounting, budgeting, and financial reporting for all funds, including grants, special programs, payroll, and benefits, and purchasing.
- Supervise overall operation of an integrated financial computer system (Skyward), including system controls, program design, problem resolution, and data validation to ensure accuracy of financial reports for management, school board, and external agencies.
- Manage overall operations of the Payroll department and coordinate departmental efforts as they interface with Human Resources and Information Technology departments.
- Maintain education, training, and updated expertise in governmental accounting and financial areas through authoritative agencies (GFOA, GASB) and train professional accounting staff.

Mission Statement

Working together to nurture, empower, and inspire today's student to positively shape tomorrow's world.

- Ensure compliance with Legal Mandates, IRS Regulations, Board Policies, Grantor Agencies, and State and Federal Regulatory Agencies regarding fiscal and payroll activities.
- Manage the district's accounting system, ensuring internal controls, timelines, and accuracy of transactions.
- Work directly with the auditors in preparing for the year-end financial statements, including all the year-end reports and schedules.
- Supervise and assist the payroll clerk with monthly payroll.
- Prepare monthly financial reports for the board.
- Prepare quarterly and yearly reports for federal taxes, social security, and unemployment.
- Financial management of the E-Rate Program.
- Supervise the district wide health insurance program.
- Ensure all procurement and hiring procedures are adhered to.
- Provide direct communication with superintendent and board.
- Other designated duties.

Work Environment:

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities, and abilities, including working with diverse groups of people in a variety of different settings.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

Wage/Hours: Salary is based on a 7.5-hour day, 260 days a year. Starting salary will depend on qualifications and experience.

Open/Closing Dates: Open starting December 11, 2023, until filled.

Application: District application is available on our website www.dbsd.org or in our District Office.

Procedure: Mail, fax, or e-mail completed application to:

Denali Borough School District
 Attn: Jennifer Bush
 P.O. Box 280
 Healy, AK 99743
 Email: jenniferbush@dbsd.org

The Denali Borough School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, marital status, pregnancy, or parenthood.

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