

# Unalaska City School District



## Vacancy Announcement Business Manager

**Job Description:** Full-time, twelve-month, permanent position. Examples of duties include:

- Payroll: Monthly payroll, taxes, retirement plans.
- Human Resources: New employees, terminating employees, teacher transcript evaluations, maintain payroll/personnel files.
- Annual Audit: Ongoing preparation for annual financial audit, respond to auditors' requests for information.
- Grants: Oversight of coding and grant budgets, grant reporting and reimbursement requests, administering Impact Aid Grant.
- Budget: Prepare draft annual budget, prepare budget committee information, prepare final annual budget for school board.
- School Board: Prepare monthly financial report and memo, attend school board meetings.
- Business Office: Purchase order coding, compilation of vendor and expense data.
- Accounting: Cash receipts, journal entries, bank statement reconciliation, monthly closings.
- Employee Housing / Health Insurance / Commercial Insurance Administration

### Job Requirements:

- Bachelor's degree or background in accounting or business administration preferred.
- Proficiency in Microsoft Excel, Word and accounting software preferred.
- Human resource management experience preferred.
- Payroll and budget preparation and analysis experience preferred.

**Compensation:** This is an exempt Classified Administration position which will be formalized by contract. A competitive salary, depending on experience and education, will be offered. This position includes an excellent benefit package, including health insurance and enrollment in the State of Alaska Public Employee Retirement System (PERS).

**To Apply:** Please submit a current résumé, 2 letters of recommendation and a classified application form available from the school offices, the District Office, or from our website: [www.ucsd.net](http://www.ucsd.net)

For additional information or to obtain an application, please contact:

John P. Conwell, Superintendent  
[jconwell@ucsd.net](mailto:jconwell@ucsd.net)

Anticipated Start Date: February 16, 2018  
Application Deadline: Open until filled.  
Posted: December 20, 2017

*Unalaska City School District is an Equal Opportunity Employer and complies with the Title IX of the Education amendment Act of 1972, with the American with Disabilities Act, and with all other state and federal employment laws. The District does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, gender, marital status, changes in marital status, pregnancy, or parenthood. Should you need any assistance for reason during any stage of the employment process, please discuss your needs with the Business Manager. Every effort will be made to reasonably accommodate you in this*

P. O. Box 570, Unalaska, Alaska 99685 • (907) 581-3151 • Fax (907) 581-3152 • [www.ucsd.net](http://www.ucsd.net)  
John P. Conwell, Superintendent • Jim Wilson, Principal • Joanna Hinderberger, Principal