

# VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue  
Vernonia, OR 97064

## BUSINESS MANAGER

Date: March 18, 2026  
Closing Date: April 18, 2026

### POSITION STATUS:

This is a full time, 1.0 FTE position to begin July 1, 2026. Salary and benefits are based on experience per the Supervisory/Confidential employee agreement. FLSA Status is exempt.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field
- Significant experience in school district or public-sector financial management preferred
- Knowledge of Oregon school finance, budgeting, and accounting practices (PBAM, fund accounting)
- Knowledge of state and federal reporting requirements, grants management, and audit processes
- Ability to exercise independent judgment, manage complex systems, and maintain confidentiality
- Ability to effectively work and communicate with school and department personnel, students, families, community, and school board from diverse cultures and/or backgrounds

### JOB RESPONSIBILITIES:

The Business Manager, under the general supervision of the Superintendent, is responsible for the overall financial management, budget, accounting, and fiscal compliance of the Vernonia School District. The person in this position stewards the short and long-term financial operations in collaboration with the district superintendent and the board to support the district's mission and goals.

- Oversees all district financial operations, including accounting, accounts payable and receivable, payroll coordination, cash management, and financial reporting
- Ensures compliance with the Oregon Program Budgeting and Accounting Manual (PBAM) and applicable laws and regulations.
- Maintains accurate financial records and internal controls to safeguard district assets
- Coordinates monthly, quarterly, and annual financial reporting
- Leads the development of the annual district budget in collaboration with the Superintendent and leadership teams
- Monitors budget expenditures and revenues to ensure fiscal stability and alignment with district priorities
- Organizes and establishes budget development and exercises control of resources and expenditures.
- Directs and supervises the auditing of all district funds.
- Administers the district's insurance programs.
- Serves as the District's Human Resources contact.
- Serves as the Food Service Director.
- Serves on the District Safety Committee.

### APPLICATION PROCEDURE:

Please submit the following:

- Completed Application via [TalentEd Recruit & Hire](#) website
- Letter of Interest
- Resume
- Letters of Recommendation (3 required)
- [Signed Job Description](#)

Application materials to be submitted to:

#### Vernonia School District 47J

Attn: Barb Carr (bcarr@vernoniak12.org)  
1201 Texas Avenue, Vernonia, OR 97064  
Phone (503) 429-5891 Fax (503) 429-7742

Equal Employment Opportunity and treatment is practiced by Vernonia School district regardless of race, color, national origin, religion, gender, age, marital status or disability. These rights are protected by state and federal law and covered by local district policies and practices.