MARY WALKER SCHOOL DISTRICT NO. 207
P.O. Box 159 (500 N. 4th Street)
Springdale, WA 99173
(509) 258-4534

FEBRUARY 11, 2020

JOB ANNOUNCEMENT

OPEN UNTIL FILLED

~ DISTRICT BUSINESS MANAGER ~

Mary Walker School District No. 207 is accepting applications for a Business Manager.

The Business Manager will administer the financial and business affairs including the coordination of accounting, budgeting, and payroll. The Business Manager will interpret and implement state directives, will assist in long term planning, and actively participate in a process to continually improve the operational functions of the finance department.

Minimum Qualifications: Bachelor’s Degree or equivalent in school district management experience.

Preferred applicants should possess:

- Accounting or business management experience with an ESD or public school district.
- Experience with the WSIPC fiscal system.
- Understanding of payroll and benefits systems.
- Provide fiscal projections for the district including local, state, and federal.
- Knowledge of preparing and managing district budgets which include annual budgets and financial statements.
- Review, analyze, interpret, and communicate a variety of financial management information.
- Plan and project long term financial goals of the district.
- Ability to interact with staff using effective communication.
- Ability to manage routine interruptions, and multitask with a high level of organizational skills.
- Practice the philosophy of teamwork and professionalism.
- Other duties as assigned.

Salary is depending upon experience. Attractive benefits package.

Review of the first round of applications will begin on February 28, 2020 @ 4:00 pm.

For more information about this position, contact Rick Winters, Superintendent 509-258-4702 or 509-688-9864. For a copy of our Classified Employment Application, contact the District Office (509-258-4749) or download it from our website (www.marywalker.org/careers). Application materials, including letter of interest, application, resume, and letters of reference may be emailed to rwinters@marywalker.org.

~ AN EQUAL OPPORTUNITY EMPLOYER ~

Non Discrimination Statement:
The Mary Walker School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity; disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator & Civil Rights Compliance Coordinator
Jocelynn Medenwaldt, School Counselor
Address: P.O. Box 159, Springdale, WA 99173
Telephone Number: 509-258-4717
Email: jmedenwaldt@marywalker.org

Section 504/ADA Coordinator
Mary Sulgrove, Special Services Coordinator
Address: P.O. Box 159, Springdale, WA 99173
Telephone Number: 509-258-4759
Email: msulgrove@marywalker.org

7/3/2019