



Job Posting:
Fiscal Agent

THE SCHOOL

Crater Lake Charter Academy is an Oregon public school, chartered through Eagle Point School District 9 in the famous Rogue Valley region of Southern Oregon. Founded in 2014, CLCA has supported student development through a blend of an online curriculum system and an physical learning center. There are 300 students enrolled at CLCA, from kindergarten through high school, who are supported by a team of professional, both certified and paraprofessionals.

PROGRAM: CLCA School Offices

POSITION: Fiscal Agent

COMPENSATION: Pay Rate: \$12.50 per hour

HOURS: Part Time (5 hours per week)

OPENING DATE: February 25, 2019

APPLICATION PROCEDURE:

1. Application
2. Letter of interest
3. Resume' of qualifications

CLOSING DATE: March 15,2019, or until filled

POSITION START DATE: July 1, 2019

EMPLOYER WEBSITE: www.craterlakecharter.org/employment

PURPOSE: Support the operations of the Charter School through business administration management, including coordinating the Board of Directors, assisting the school administration with budgeting and finance and reviewing legal compliance.

REPORTS TO: Business Agent

ASSIGNMENT: School Offices

QUALIFICATIONS:

- High school diploma or equivalent.

- Associates degree or higher preferred.
- Five years of general financial/accounting experience required.
- Work requiring frequent contact with the public is preferred.
- Demonstrate keyboarding, record keeping and filing skills.
- Experience in using various computers and computer programs.
- Ability to work with team members, students and staff.
- Maintain a valid Oregon Driver's License and personal transportation.

ESSENTIAL FUNCTIONS: The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide functional support to the Director and Business Officer
- Ensure that all activities conform to organizational guidelines.
- Appropriately operate all equipment as required.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Respond to the individual needs of students and families.
- Support the philosophy and mission of the charter school.

GENERAL RESPONSIBILITIES: This position will have specific duties that will be identified individually based on the characteristics of the work needed at each location, requiring performance of general secretarial duties. These may include the following:

- Coordinates and provides leadership on fiscal matters, serving as the chief fiscal assistant to the Business Officer.
- Coordinate all administrative systems, including records, enrollment, reporting and financial.
- Assist in preparing all contractual records, financial records, and agreements, which shall be submitted annually for audit.
- Prepare and keep all general and auxiliary fund accounts and direct all financial bookkeeping according to generally accepted accounting standards.
- Coordinate all reports for the organization, as assigned.
- Maintain knowledge of Oregon School Laws pertaining to the operations of public schools and nonprofit organizations.
- Provide advance warning of potential over-expenditure of budget appropriations.
- Maintain knowledge and understanding of the School's budget.
- Serve as bookkeeper for the general fund budget and all federal, state and private projects as approved by the board.
- School liaison for employee insurance benefits program, maintain OEBC administrative reporting,
- Process personnel changes related to payroll deductions and monthly financial reconciliations.
- Produce month-end financial reports and complete bank reconciliations monthly.
- Assist with the management and report of all human resources, including requirements for the Teachers Standards and Practices Commission.
- Coordinate communications for the administrative offices, including mail, email, phone calls, website and social media.
- Establishes and maintains professional, positive, cooperative and harmonious relationships with administrators, staff, students, parents and the community.

- Uses computer technology for specified program tasks as needed for instruction or communication.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and corporate in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship. Achieves and maintains satisfactory levels of performance, as described in the school evaluation policies and procedures and as communicated by the administration.
- Good communication, organization and computer skills. Strong work ethic.
- Regular and reliable attendance to job and work duties.
- Support the philosophy and mission of the organization.
- Perform other duties as assigned.