

## **APPLICATION PROCEDURE**

Each applicant is requested to provide the following items by 12:00 p.m. on 3/1/18 in order to be considered.

- Completed application for Administrative Employment. This form is available at [www.mendocinoused.org/Employment](http://www.mendocinoused.org/Employment)
- A personal letter of application stating reasons for interest in the Mendocino Unified School District Business Manager position.
- A resume providing biographical background information about educational preparation, experience, and achievements.
- Three current letters of recommendation describing the applicant's performance in previously held positions.

Applications, including all of the items above, should be sent to:

Mendocino Unified School District  
Human Resources  
P.O. Box 1154  
Mendocino, CA 95460

Any additional materials that are forwarded by the candidate may be considered at any appropriate point in the selection process. Extensive references, including comprehensive background and credit checks, will be required of all finalists. All materials provided are confidential.

## **CONTACT**

Applicants wishing additional information may call Superintendent Jason Morse at 707-937-5868 or Susan Strom, Human Resources, at the same number. A visit to the district's website, [www.mendocinoused.org](http://www.mendocinoused.org) will provide the applicant with a wealth of information about the district.

## **Selection Procedure**

A screening committee will evaluate the qualifications of each applicant. The described criteria will be used during the screening, interviewing, and the final decision-making process. From this screening, it will be determined which candidates are to be interviewed. If necessary, a second interview may be required.

Travel expenses for those candidates selected for interviews will be the responsibility of the candidate.

## **Board of Trustees**

- Michael Schaeffer, President
- Mark Morton, Clerk
- Jessica Grinberg
- Windspirit Aum
- Jim Gay
- Olivia Grinberg, Student Trustee



**The Mendocino Unified School District is  
proud to be an equal  
opportunity employer**

# MENDOCINO UNIFIED SCHOOL DISTRICT *IN MENDOCINO COUNTY*



*Seeks a*  
**DISTRICT  
BUSINESS MANAGER**

## **THE POSITION**

The Mendocino Unified School District is seeking a Business Manager. This position works under the direction of the Superintendent. This position assumes a wide variety of responsibilities related to the District's fiscal operation, financial record-keeping, budget planning, and development; establishes and maintains internal accounting procedures, records, safeguards, and controls to ensure the most effective use of District revenues for the support and improvement of the educational programs. This position oversees responsibilities within the Payroll, Accounts Receivable, and Accounts Payable areas.

## **THE COMMUNITY**

Mendocino is an incredibly beautiful seaside village that attracts visitors from around the world. It is best known for its breathtaking, panoramic ocean views, friendly residents, and Victorian homes. Historically, timber and fishing provided the economic base of the community. In recent years, these resources have dwindled, being replaced by tourism, small retail shops and cottage industries.

The community is home to a large number of artists and its residents enjoy an active cultural life, including live theater, gallery showings, and musical events. The broader community also includes a hospital and community college.

## **THE DISTRICT**

The Mendocino Unified School District covers 420 square miles along the rugged northern California coastline. It is funded as a basic aid district and serves approximately 510 students, K-12, in eight schools, providing students with a dynamic curriculum. The educational level of parents of Mendocino Unified students, as well as community members, is very high. Community members and families of students are actively involved in every school.

The District currently has two small K-3 schools, a preschool, a K-8 School, a High School, an Alternative School, a Continuation High School, and an Independent Study Program.

The District has a General Fund operating budget of more than \$8 million and maintains an adequate level of reserves.

## **DUTIES AND RESPONSIBILITIES**

The Business Manager provides district-wide leadership in the area of business services functions. Essential functions of the position include but are not limited to:

- Planning, developing, and administering the annual District budget; and working cooperatively with all management personnel to plan, develop, and control their respective budgets
- Assuming responsibility for long-range planning as it relates to income, expenditures, program costs, physical facilities, and general budgeting considerations
- Providing support and monitoring of District's student transportation, food service program, and the information technology department
- Supervising and directing the workload of the Business Services support staff
- Supervising the use of requisitions and purchase orders to maintain accountability for proper fund expenditure
- Maintaining records, policies, and contracts for vendors, property and liability insurance plans, permanent property records, and inventory of fixed assets
- Arranging for audits of all accounts and records annually by an independent, certified public accountant selected by the Board
- Preparing or supervising the preparation of all local, county, state, and federal reports for submission in a timely manner
- Working cooperatively with representatives of the county and state offices of education to establish and maintain a productive relationship
- Attending Board meetings and preparing and presenting reports to the Board as the Superintendent requests
- Making itemized reports of the finances of the District to the Board periodically and providing monthly expenditures reports
- Coordinating, processing, and controlling transfer of budgeted funds when needed
- Serving as the District Risk Manager and interface to the general liability insurance provider

- Working closely with the Executive Assistant to the Superintendent to manage the Employee Fringe Benefit Program, including evaluations of plans as part of a district team
- Maintaining and acting as a resource for the personnel system
- Participating in the Superintendent's administrators and directors team and bargaining unit negotiations
- Preparing confidential reports for bargaining unit negotiations

## **QUALIFICATIONS**

The successful candidate will have:

- Knowledge of modern principles and practices of public administration, principles of accounting, and budget preparation
- Principles and practices of governmental fund accounting and auditing requirements
- A college degree in business, accounting, public administration, or closely related field (preferred); and a minimum of five years successful experience in a similar position; or
- Alternatively, any combination of training, education, and experience that demonstrates possession of the knowledge and abilities of this position;
- A minimum of five years of successful experience with progressively responsible duties
- Experience with Escape financial system desirable
- Experience with Basic Aid school financing desirable

## **SALARY**

The salary is competitive and is commensurate with experience. The District provides an excellent benefit package. The Mendocino community and surroundings are an ideal place to live.

Work schedule is flexible and negotiable.