



KAHLOTUS SCHOOL DISTRICT
100 West Martin Street
Kahlotus, WA 99335

Classified Job Description
Business Manager
2026-2027 School Year

POSITION TITLE: Business Manager, Full-time (1.0 FTE)
LOCATION: Kahlotus School District
DATE POSTED: March 20, 2026
DATE CLOSSES: April 20, 2026
START DATE: July 1, 2026
SALARY RANGE: \$29.49-\$39.87 per hour DOE

QUALIFICATIONS

Required:

- Bachelor's degree in accounting, business administration, finance, public administration, or related field; equivalent experience may be considered.
- Experience in financial management, accounting, or budgeting.
- Strong organizational, analytical, and problem-solving skills.

Preferred:

- Experience working in a public school district or governmental organization.
- Knowledge of Washington State school finance, OSPI reporting, and accounting procedures.
- Familiarity with school financial software systems such as Skyward, Qmlativ, or similar platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Management and Budgeting

- Develop, manage, and monitor the district's annual operating budget in partnership with the superintendent.
- Prepare long-range financial projections and assist with multi-year budget planning.
- Monitor revenues and expenditures to ensure fiscal responsibility and alignment with district priorities.
- Prepare and present financial reports to district leadership and the school board.

Accounting and Financial Reporting

- Maintain accurate financial records in accordance with Washington State school district accounting requirements.
- Complete and submit required state financial reports (including F-195 budget, F-196 annual financial statement, and other OSPI reports).
- Manage accounts payable, accounts receivable, and financial recordkeeping.
- Coordinate and prepare documentation for annual audits conducted by the Washington State Auditor's Office.

Payroll and Human Resources Support

- Oversee payroll processing and ensure accurate and timely compensation for district employees.
- Maintain payroll records and ensure compliance with retirement systems, benefits, and collective bargaining agreements.
- Support human resources functions such as employee contracts, benefits coordination, and personnel reporting.

Purchasing and Business Operations

- Manage purchasing processes including purchase orders, bids, and vendor contracts in accordance with state procurement regulations.
- Track district inventory and capital assets.
- Provide guidance to staff on financial procedures and purchasing requirements.

Grants, Programs, and Compliance

- Assist with financial oversight and reporting for federal, state, and local grants.
- Ensure compliance with federal and state program requirements.
- Support monitoring of categorical program budgets.

Collaboration and Leadership

- Work closely with the superintendent, principals, and program leaders to align financial resources with instructional priorities.
- Support planning related to capital improvements, facilities, and long-range district needs.
- Serve as a resource for financial transparency and responsible stewardship of public funds.

EXPECTATION FOR CONTINUED EMPLOYMENT:

- Employment is contingent upon passing the Washington State Patrol and Federal Bureau of Investigation Criminal Background Check.
- Ability to work collaboratively in a small district environment with multiple responsibilities.
- Ability to communicate clearly and work effectively with staff, students, and community
- Demonstrated punctuality and an excellent work attendance record
- Comply with all district policies and operational procedures
- Comply with the Code of Professional Conduct
- Must follow supervisory directions and employ personal initiative when necessary
- Ability to follow safe work practices and procedures
- Must work within designated bounds of authority and confidentiality
- First Aid/CPR training and certification

BENEFITS

- Medical, dental, vision and other insurance coverage as provided in School Districts insurance programs
- Normal holidays granted to public employees in Washington State
- Sick leave of up to 12 days
- Personal leave of up to 2 days

REQUIREMENTS TO APPLY:

- The completed application for Kahlotus School District will include:
 - Classified Application (can be found at: <https://www.kahlotusd.org/general-6>)
 - Cover Letter
 - Resume
 - 3 Letters of Recommendation
- For additional information please contact Dr. Andie Webb, Superintendent at 509-282-3338 or by email: andie.webb@kahlotusd.org
- Housing may be available from the school district for minimal cost
- Closes April 20, 2026

Nondiscrimination, Title IX & Section 504: Kahlotus School District 056 complies with all federal rules and regulations and 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 Boys Scouts and other designated youth groups. Inquiries regarding compliance/grievance procedures may be directed to the school district's Title IX Officer, Section 504/ADA Coordinator, and Civil Rights Coordinator, Mark F Bitzer at 509-282-3338, PO Box 69 Kahlotus