



To apply to this position, please go to the North Clackamas School District jobsite, Applicant Tracking and apply to JobID# 10214:

<https://www.applitrack.com/nclack/onlineapp/>

Employee Services Manager, (1.0 FTE), Perm

JobID: 10214

Position Type:
Administration – Non-Licensed/Business Operations

Date Posted:
3/8/2024

Location:
District Office/Business Operations

Date Available:
As Soon As Possible

Closing Date:
03/22/24 or Until Filled

Employee Services Manager, (1.0 FTE), Full-time, Permanent, 2023-2024 School Year

The North Clackamas School District strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster equity and inclusion to create a workplace environment where everyone is treated with respect and dignity. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application. Preference will be given to those applicants with work or lived experience with culturally, linguistically, and racially diverse communities.

Position Summary:

Provides leadership and strategic vision in planning, directing, and coordinating activities involved with planning, processing, and reporting of payroll and benefits, including development and implementation of related business policies and processes, as well as ensuring compliance

with relevant laws and regulations. This position may also participate in developing related financial information, reporting, and budgets.

Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, accounting, or related field.
3. Minimum (5) five years of experience in payroll and benefits and/or financial management.
4. Able to operate general office, accounting tools, computers and office software programs.
5. Skill in managing and applying automated payroll and accounting practices and procedures.
6. Excellent oral and written communication skills
7. Strong analytical ability.
8. Ability to organize and prioritize work and perform effectively under pressure.
9. Ability to work independently with minimal supervision.
10. Ability to maintain confidentiality.
11. Ability to establish and maintain effective working relationships with staff and outside agency personnel.
12. Demonstrated ability to work collaboratively with different stakeholders within an organization.

Desired Qualifications:

1. Prior successful management or supervisory experience of payroll and benefit functions.
2. Prior experience with public education accounting and/or system administration.

Terms of Employment:

- 2023-2024 Annual Compensation Range: \$108,645 - \$122,773
- Employees shall assume and pay the six percent (6%) employee contribution/payment required by ORS 238A to PERS.
- Position is a 260-day work year that will include some evening and weekend work expectations.
- Excellent benefits including medical, dental, eye insurance coverage, cell phone and mileage stipends, life insurance and paid leave. If North Clackamas Medical Plan V chosen, an employer contribution of \$1,500 - \$3,000 will be invested in employee's HRA VEBA, funded every January 1.
- Professional development funds available.
- An annual stipend of \$3,000 if you hold a PhD, EdD or JD.

Equal Opportunity Employer/Drug Free Workplace.

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

The North Clackamas School District does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status. The following person has been designated to handle inquiries regarding discrimination: Michelle Riddell, Title IX Coordinator, 12400 SE Freeman Way, Milwaukie, OR 97222. For these Title IX inquiries, please contact 503.353.6000.

For employment related information, please go to our Human Resources employment page at <https://www.nclack.k12.or.us/hr/page/careers-ncsd>