

CENTERVILLE PUBLIC SCHOOL DISTRICT 5-5C

Position: BUSINESS MANAGER/DISTRICT CLERK

Hours: Full time, 40 hours per week

Days: 260

Wage: \$24.00 per hour depending on experience

Benefits: Annual leave, sick leave, health/dental/vision insurance, Montana Public Employees Retirement

Closing Date: open until filled

Duties include:

- Act as Clerk to the School Board of Trustees.
- Custodian of all documents, records and reports of the Trustees.
- Maintains and prepares financial records.
- Completes monthly payroll and claims.
- Administers school district elections.
- Acts as human resource officer.
- Prepares and monitors annual budget.
- Purchases supplies.
- Maintains personnel records.
- Prepares state and federal reports.
- Assists with daily operations of the district and other duties as necessary/or assigned.

Minimum Qualifications:

- Three years experience in accounting, economics, or finance or related field: high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Proficiently operate standard office equipment
- Working knowledge of Excel, Word, Accounting Software (preferably Black Mountain)
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Ability to work independently, effectively manage time and responsibilities with minimal supervision.

Pre-employment requirements:

- Successful applicant must pass a criminal background check.

Equal Opportunity Employer

Centerville School District provides all people equal opportunity for employment without regard to race, religion, gender, age, national origin, disability, or marital status.

To Apply:

Send completed application (available at www.centerville.k12.mt.us), letter of interest, resume, three references, and college transcript, if applicable or other certifications to:

John McGee, Superintendent

Centerville Public School 693 Stockett Rd
Sand Coulee, MT 59472
johnm@centerville.k12.mt.us