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## Business Manager/Clerk

**Salary Range: \$60,000 - \$75,000 DOE**

**Closing Date: Wednesday, May 17th, 2024 at 4:00 pm, MST**

**Essential Functions:**

- Monthly Accounts Payable
- Monthly Payroll and After-payroll Reporting and Depositing
- Verification of hours on time sheets
- Payroll Quarterly and Year-end Reporting
- Monthly Balance with Treasurer
- Transfer Letters to County Treasurer
- Year-end Rollovers for Payroll and General Ledger
- Budget Development
- Trustees Report
- Reporting and Accounting for Federal Funds
- Reporting and Accounting for State Funds
- Cost-outs for Negotiations
- Maefairs enrollment, budgeting, and trustees reporting
- Audit Readiness and reporting requirements
- Fixed Asset Reporting
- On-site visits on a periodic basis
- Attend Board Meetings on a regular basis
- Regular duties of a school clerk: Board Minutes, Elections
- Create, Track and Invoice Tuition Agreements and interagency Contracts
- Reports to be completed for OPI as needed

**Desired Qualifications**

- A degree in Business/Accounting or previous experience as a District Clerk/Business Manager is desirable.
- Excellent communication and interpersonal relations skills with the Board of Trustees, staff, students, and the public.
- Background in local government finance and budgeting.