

## CENTERVILLE PUBLIC SCHOOL DISTRICT 5-5C

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**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](http://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](mailto:johnm@centerville.k12.mt.us)