

## Business Manager/ District Clerk

Gardiner Public School is seeking an experienced individual to fill the position of Business Manager/District Clerk for our K-8 and 9-12 districts. The Clerk and Business Manager is responsible for overseeing the financial operations of the school district, ensuring compliance with regulations, and supporting administrative functions. This position requires strong organizational, financial management, and communication skills. Competitive salary and benefits are available depending on experience. Candidates must have a Degree in Business/Accounting and previous experience as a Business Manager/District Clerk. Montana school clerk experience is preferred. This is a full-time, potentially hybrid (remote and on-site combo) position.

Full time subsidized housing is available OR part time housing for someone staying partial weeks for a hybrid position

*Jeannette Bray Ed.D*

[jbray@gardiner.org](mailto:jbray@gardiner.org)

406--848-7563