



EAST HELENA PUBLIC SCHOOLS

School District No. 9

P.O. Box 1280 * East Helena, MT. 59635

Superintendent/ Administration Office (406) 227-7700

Eastgate Elementary School (406) 227-7770 * Prickly Pear Elementary (406) 227-7720

Radley Elementary School (406) 227-7710 * East Valley Middle School (406) 227-7740

East Helena High School (406) 227-7730



"Success For All"

Date Posted – 3/08/2023

The East Helena Public Schools is looking for our next Business Manager/District Clerk

REPORTS TO: Superintendent

FLSA Designation: Exempt

Closing Date: Open Until Filled

Salary: 65K to 80K/year DOE

Benefits: Health Insurance, Sick, Personal, and Vacation Leave

12 Month 8hrs/per day

Job Summary

The Business Manager will lead and be responsible for all financial operations in the East Helena Public Schools. This individual will maintain and develop procedures and systems to ensure successful financial operations. The East Helena School District Business Manager will supervise a small staff to assist with accounting, accounts payable and receivable. The Business Manager will also serve as the district clerk and be the custodian of all school records.

DESIRED MINIMUM QUALIFICATIONS:

- Requires High School diploma. College education preferred or equivalent education and experience in accounting or finance with CPA certification preferred. Consideration given to any combination of training and/or experience that could likely provide the desired knowledge and abilities. The district clerk shall be selected in the manner prescribed by law (20-3-321 M.C.A.)
- Experienced in accounting, economics, or a finance related field.
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Knowledge of generally accepted accounting principles, financial reporting, and federal and state laws and regulations related to school finance and payroll.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Basic arithmetic, filing, and record-keeping procedures. Ability to compile complete and accurate minutes.
- Must know advanced bookkeeping, ordering and payment processing, and state and federal rules and regulations. Experience with GASB 34 would be beneficial.
- Requires ability to take detailed notes, type and handle other office equipment with efficiency.

- Must be able to solve problems or route individuals to others who can help. Must handle stressful situations with finesse and professionalism.
- Communicate effectively with the board, students, public, and staff.
- Requires knowledge of computers and software usage.
- Compile and maintain accurate and complete records and reports in a timely manner.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to manage stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

ESSENTIAL FUNCTIONS and DUTIES:

As specified by state law, including 20-3-325, 20-9-115, 20-9-221, 20-9-213 M.C.A., the clerk shall:

- Attend all meetings of the Board, regular and special, unless otherwise excused.
- Keep an accurate and permanent record of the proceedings of all Board meetings.
- Responsible for the preparation of all public notices for School Board meetings, elections and other legal notices concerning school business.
- Assist the administration in preparing an agenda for Board meetings, setting forth all known items of business to be considered.
- Monthly, prepare for each member of the Board the following: A copy of the minutes of the last meeting. A list of bills to be paid by the district for the month.
- Cause all legal notices concerning school district business to be published including assisting in the preparation, advertisement and dissemination of bid documents.
- Acts as custodian of all records, reports and historical documents of the District, including but not limited to personnel files, student records, financial records, budgets, correspondence, property records, and minutes.
- Responsible for drawing and countersigning all warrants drawn by the order of the Board of Trustees.
- Maintain the school district budget accounting books with the record of payments made, declining budget balances and receipts and disbursements for all funds each month.
- Maintains records of paid/unpaid invoices and purchase orders in accordance with Board Policy.
- Keep a record of the cash balance for each fund and make the necessary reports showing balances with the County Treasurer.
- Assist with development of general fund budget, prepare portions of other budgets (ie. transportation, food service, debt service, tuition, etc.) assist with audits and submit financial reports to the superintendent and the Board as requested.
- Prepare and present annual Trustees' Report.
- Distribute investment earnings to funds and request funds in timely manner. Receive and deposit all money received.
- Responsible for communicating to Board, labor organizations, TRS, PERS, state and federal agencies as required and on such forms as required.

- Direct and/or process all items related to payroll, including employment forms, timesheets, payroll warrants, federal and state tax deposits, liability warrants, and federal and state payroll reporting, including year-end W-2s and 1099s and maintain up-to-date files of all payroll information.
- Coordinate and conduct the annual trustees and/or levy school elections.
- Must be able to maintain confidentiality.
- The employee must be able to meet deadlines with severe time constraints

Only minimum duties are listed. Other functions may be required as given or assigned.

EQUIPMENT USED:

A variety of electronic and technology devices, including computer, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee constantly works around others, works with the public, and works inside. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

**If interested, please complete a classified application at:
<https://www.ehps.k12.mt.us/Page/38>**

