

Gardiner School is looking for a Business Manager/District Clerk. We are looking for someone with a good understanding of basic accounting, payroll, and money management along with business acumen and some human resources understanding that is willing to learn and grow with the job and utilize resources whenever available. Must be organized, good with time management, resourceful, and able to work in a busy school office environment.

This can/may include, but is not limited to, the following duties:

- Accounting and money management
- Payroll
- Long range and short term budgeting
- School and student information system state reporting for enrollment, and other records that impact budget
- Handle federal and state grant funds
- Understand bid law and large project requirements for the school
- Inventory and Asset tracking and management
- Manage leases and school use fees
- Evaluate and advice on financial and business policies, as well as status updates
- Post notices and agendas according to law.
- Attend board meetings and take minutes.
- Retain and post board documents as needed on the website etc.
- Coordinate with county elections and post as needed.
- Maintain employee files
- Collect and maintain onboarding paperwork for the employees
- Manage contracts and signatures for teachers and certified employees
- Reporting with student information system
- Manage workmans comp, benefits enrollment etc.

\*Housing may be available\*

To Apply contact:

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