

Montana Association of School Business Officials
Interim/Onsite Services Provider & Professional Learning Coordinator
Position Announcement
April 1, 2023

Montana Association of School Business Officials (MASBO) is looking for an Interim/Onsite Services Provider-Professional Learning Coordinator who prides themselves in being helpful, responsive and will give exceptional service to our members. If you are approachable, open to change, and have a good sense of humor, keep reading. The ideal candidate enjoys teaching, exhibits excellent communication skills and attention to detail. Confidentiality is a must.

Minimum Qualifications include:

- 5 years' experience in school finance, 10 years or more preferred
- Experience working with at least one of the three major accounting software's required, with a willingness to be trained in the other two formats. (Black Mountain, C&C, Tyler)
- Experience working with all three software platforms listed above preferred

This position will provide remote and on-site services to school districts that request help in their business office. Such help may involve filling in during vacancies by performing basic duties, annual financial reporting, and budgeting while the district position is vacant. At the point in which the District can fill the vacancy, the district may request continued services to train the newly hired business official.

Interim services may also serve to assist a district in situations where the work in the business office has been neglected, incorrect or incomplete to a degree that additional help is needed to bring the financial records back into compliance with state and federal regulations and deadlines.

This individual will also assist the Executive Director in providing professional development training, curriculum development and management; to provide support and enrich the knowledge, skills and abilities required of a Montana School Business Official in key areas of the job.

Work Arrangements

The MASBO office is in East Helena, Montana. The Association is open to applicants wishing to work remotely, with occasional office requirements. In-person work is required for four board meetings and professional development activities. Travel throughout the state of Montana, with occasional travel outside of the state, is required. This is full year position. Applicants who hold skillsets in either area of focus within this position are encouraged to apply, as the position may be split, dependent upon applicant pool.

Salary & Benefits

Salary for 1.0 FTE: \$50,000+ DOE, with an additional \$15,000/year toward health/dental/vision insurance. PERS rate retirement provided (MASBO is NOT a PERS employer) and paid leave benefits are included.

MASBO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applicants.

To read more about the position, application requirements, and job description, please proceed to next page.

APPLICATION MATERIALS- position open until filled

Please submit the following Shelley Turner at sturner@masbo.com

- Letter of interest, not to exceed one page
- Current resume
- Two current letters of recommendation that include contact information

MASBO INTERM/ONSITE SERVICES PROVIDER & PROFESSIONAL LEARNING COORDINATOR

Interim and Onsite Services

- In collaboration with the Executive Director and Board, determine the scope of interim services MASBO will offer to schools. Consideration and development of expanded services, cost comparisons, and continued conversations with our membership required.
- Provide current interim services which include serving basic business official/district clerk duties while positions are vacant, and/or providing on-site training to the newly hired clerk. Services may also include reporting deadlines, paying bills, recording revenue and balancing accounts.
- Continue to assess the success of MASBO Interim Services programs and provide reporting to the Board and Executive Director upon request.
- Develop a system of collaboration with other independent consultants to provide a greater pool of assistance to Montana's school districts.
- Coordinate travel schedules and reservations to meet the needs of this position and communicate these to MASBO staff.
- Extensive independent travel throughout the State of Montana, with occasional out-of-state professional development travel required.
- Communicate clearly and effectively in providing training to newly hired business officials once Districts have filled vacancies.
- Independently track training and travel time/expenses and receipts.
- Utilize the Association's QuickBooks Software to invoice contracted districts and record all expenses.
- Assist the new business official in connecting with MASBO mentors assigned.

Professional Learning Coordinator

- Provide in-person and online training to MASBO membership.
- Work with the Executive Director to develop a training curriculum for all areas in which school business official operate.
- Work with the Executive Director to determine the appropriate delivery method, source/presenter and timing of MASBO sponsored- training.
- Consult with state agencies (OPI, MPERA, TRS, DOR, etc.), county personnel, software vendors, auditors and others to determine training topics and needs.
- Work with the Certification Committee to develop and update testing materials and study guides.
- Provide technical assistance through phone calls and emails to MASBO members.
- Oversee MASBO resources and training materials, working with the Payroll Committee and other applicable Committees to ensure the content is current, correct and complete.
- Work with the OPI School Finance Division to update the School Accounting Manual and other guidance documents as needed.

- Assist in the MASBO mentorship program.
- Consideration and coordination of the yearly training calendar.
- Consideration and possible expansion of learning management abilities for the Association membership.

General Office Operations

- Coordinate with the MASBO Executive Director to develop a schedule that ensures a MASBO representative is present at all MASBO-sponsored trainings and events.
- Attend area school business official meetings on request.
- Perform duties that enhance internal controls of MASBO's financial activities.
- Other duties as assigned.