

EMPLOYMENT NOTICE

September 15, 2025

STAFF VACANCY: Lead Business Technician
Great Falls Public Schools, Great Falls, Montana

PURPOSE STATEMENT:

Under the direction of the Director of Business Operations, the Lead Business Technician supports the planning, directing and integrating of the broad and comprehensive financial services of Great Falls Public Schools (GFPS) to ensure that GFPS derives maximum educational dividends from prudent management of District funds. The Lead Business Technician assists in planning, organizing, coordinating, presenting and implementing activities related to the District's multi-million dollar budget, assets, debt management, accounting, payroll, and purchasing functions.

MAJOR RESPONSIBILITIES:

- Performs tasks in the areas of all school business functions to include:
 - Budgeting
 - Accounting
 - Payroll
 - Purchasing
 - Auditing
 - Reporting
 - Inventorying

JOB REQUIREMENTS:

- Knowledge of theory, principles, practices and techniques of public administration including budgeting, financial planning and management, school finance law, procurement law, and risk management processes.
- Demonstrated ability to be a creative, goal-oriented, strategic thinker with a collaborative, pro-active attitude.
- Demonstrated ability to build relationships with others.
- Strong written, verbal, and interpersonal communication skills
- Demonstrated strong organizational and project management skills with the ability to function independently
- Ability to effectively use software and programs standard to the position.
- Knowledge of the basic practices of confidentiality to include knowing the difference between private and public information.
- Understanding public schools, the link with the Great Falls community, and the internal and external communication needs
- Ability to promote and follow policy and procedure

PREFERRED QUALIFICATIONS: Five (5) or more years of progressively responsible experience in and/or familiarity with school finance and business or demonstrated equivalent experience as a school district clerk.

EMPLOYMENT: 8 hrs/day; 5 days/wk; 12 months/yr

SALARY: \$62,025.00 depending on qualifications and experience

CLOSING DATE: Friday, July 26, 2013, 5:00 p.m.

APPLICATION DETAILS:

A District Classified **Application** with **cover letter, resume, transcript** of all education credits to date and three (3) **letters of recommendation** must be received in the Human Resources Office by the closing date and time.

**DIRECTOR
OF
BUSINESS OPERATIONS**

POSITION: Lead Business Technician

TERMS: This shall be an hourly educational

support position of twelve-month (260 days) duration with benefits cited in the current school district personnel policies

**Lead
Business
Technician**

FUNCTION

Under the direction of the Director of Business Operations, the Lead Business Technician supports the planning, directing and integrating of the broad and comprehensive financial services of Great Falls Public Schools (GFPS) to ensure that GFPS derives maximum educational dividends from prudent management of District funds. The Lead Business Technician assists in planning, organizing, coordinating, presenting and implementing activities related to the District's multi-million dollar budget, assets, debt management, accounting, payroll, and purchasing functions.

RESPONSIBILITIES

By the effective utilization of assigned staff and other resources, the Lead Business Technician has the following duties and responsibilities:

General Responsibilities:

- Responsible to meet all statutory requirements for business and purchasing functions.
- Maintain and update business functions in light of contemporary information regarding business practices.
- Assist in the preparation of annual budgets.
- Assists auditors in providing requested business information for the purpose of ensuring accuracy and compliance with audit requirements.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities and/or providing back-up as needed.
- Develops reporting processes, procedures and internal controls for the purpose of maintaining accurate records in the most cost effective manner.
- Informs staff regarding a variety of procedures and program requirements for the purpose of administrating business practices and ensuring compliance with established guidelines.
- Maintains fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepares various memorandums, reports, correspondence for the purpose of providing written support and/or conveying information to district personnel and/or regulatory agencies.
- Processes documentation for requests as a timely and accurate response to the request.
- Reviews contracts for the purpose of ensuring compliance with District, state and federal laws and guidelines.

Accounting Responsibilities:

- Responsible for maintaining revenue and expenditure posting and reconciliation of all accounts, including student activity and grant accounts.

- Be responsible for the creation and maintenance of accurate recordings of financial records.
- Ensures district bookkeeping records are in balance with the county treasurer's records and in compliance with state regulations.
- Maintains various fund accounts for the purpose of reconciling balances and ensuring adherence to accounting procedures.

Payroll Responsibilities:

- Responsible in working with the Lead Payroll Technician to ensure the timely preparation and distribution of all payrolls as per deadlines and established procedures.
- Responsible in working with the Lead Payroll Technician to ensure the accurate preparation and distribution of all payrolls.
- Responsible for all monthly, quarterly and annual payroll reporting including W-2's.

Purchasing Responsibilities:

- Responsible to work with Purchasing personnel in order to:
- Purchase materials at the lowest possible price in light of the need to purchase high quality supplies, materials, and equipment.
- Communicate proper requisition procedures and processes to internal personnel.
- Ensure timely purchases of requisitioned materials.

Collaboration Responsibilities:

- Interprets the Business Office policies and procedures to school district personnel.
- Works cooperatively and in consultation with Business Office, Human Resource and Data Department staff members.
- Provides customer service to and works cooperatively with all District administrators and staff.

Training Responsibilities:

- Responsible for coordinating in-service training of Business Office staff that is necessary and desirable.
- Responsible for coordinating the training of other related staff in Business Office procedures.

Report Responsibilities:

- Accurate and timely completion of at least these reports:
Trustee Financial Summary

Quarterly Reports

- 941
- Workers' Compensation
- Unemployment
- Multiple Worksite Report

Bank Account Reconciliation Report

Other Responsibilities and Duties:

- Will perform such other duties as required by the Superintendent of Schools and the Director of Business Operations.

Physical Demands:

- Stooping- Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. _x_ E. Crouching. Bending the body downward and forward by bending leg and spine.
- Reaching-Extending hand(s) and arm(s) in any direction.
- Lifting- Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. Applying pressure to an object with the fingers and palm.
- Talking- Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing- Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The physical 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.

Employment Days: 260

Date Revised: December 6, 2018