



Announcement of Classified Vacancy: Business Manager/District Clerk

The Melstone Public School Districts 64J & 64JH has an opening for the position of Business Manager/District Clerk. This is a management position and a Bachelor's degree in Accounting or related field is preferred, or experience specifically as a School Business Manager. Hourly rate will be dependent upon experience and education. This is a full-time position with health insurance, sick and vacation leave, and PERS retirement benefits included. Position open until filled.

A letter of interest, resume, and two (2) letters of recommendation should accompany the completed district application.

Please submit all required materials to:

Melstone Public Schools
Justina Marshall, Business Manager/District Clerk
P.O. Box 97
Melstone, MT 59054

Classified applications are available on the district's website at melstonepublicschools.com or at the District Office.