

PLAINS PUBLIC SCHOOLS

POSITION AVAILABLE

Business Manager/District Clerk

Position open until filled

In house application: email Kathleen.walsh@plainsschools.net with a letter of intent

Job Description

Reports to: Superintendent of Schools/ Board of Trustees

The Business Manager is directly responsible to the Superintendent/Board of Trustees and is responsible to accomplish the fulfillment of the duties set forth below. The Business Manager is responsible for advising the District Superintendent in the function and maintenance of the District's Business affairs.

Duties

1. The Business Manager is responsible for the financial accounting of the general operation of the district, including building and grounds, special services, transportation, school food service, federal programs, purchasing, collective bargaining, adult education, cost analysis, building projects, Inventory control and bonding requirements.
2. The Business Manager is responsible for being knowledgeable of current employment laws, rules and regulations as set forth by State and federal standards.
3. The Business manager is responsible for being knowledgeable of current requirements of the Office of Public Instruction and the County School Superintendent's Office.
4. The Business Manager is responsible for keeping the Board of Trustees informed as to the state of the business affairs of the district.
5. The Business Manager is responsible for maintaining records of fixed assets of the district as set forth by the Board of Trustees.
6. The Business Manager is responsible for the custody of permanent financial records and other legal papers.
7. The Business Manager is responsible for assisting the Superintendent with the budget development process with the needs of the district as determined by the Board of trustees. This includes long term fiscal planning, receipt estimation, budget control and fiscal relations with other governmental agencies.
8. The Business Manager is responsible for administering existing school budgets according to state law and school district policy.
9. The Business Manager is responsible to execute all functions of the district's business operations and administrations within the legal framework of all applicable legal statutes and requirements of the State of Montana and the Board of Trustees.

Date _____

DISTRICT CLERK

1. Advise the board on financial and operational constraints as outlined by law; assist the board in ensuring all district policies comply with local, state, and federal law. Prepares annual, quarterly, and monthly financial reports as required by law.
2. Serves as a member of the administrative team, working closely with the district superintendent and other administrative staff to align the educational goals and financial stability of the district.
3. Attend trustee's meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure that a qualified designee maintain an accurate permanent record.
4. Keep and maintain accurate minutes of meetings of the Board of Trustees
5. Act as the custodian of all documents, records and reports of the Trustees, including the Trustees' report required under 20-9-213 MCA
6. Act as custodian of all other records and documents of the District, including but not limited to personnel files, financial records, property records, and meeting minutes.
7. Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required.
8. Assist with budget preparations and with audits
9. Draw and countersign all warrants for expenditures
10. Prepare and provide Board packets to the Trustees prior to every Board meeting, see to it that notices of all Board meetings are posted with a minimum of 48-hour notice.
11. Prepared all notices for Board meetings and elections.
12. Communicate with and respond to requests from government agencies, labor organizations, TRS and PERS to provide information.
13. Serve as the election liaison with the county.

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

DESIRED MINIMUM QUALIFICATIONS

- One-year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record keeping procedures
- Proficiently operate standard office equipment, including copier, computer terminal, etc./
- Communicate effectively with students, public, and staff
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Ability to handle stressful situations
- Ability to maintain confidentiality of employment and student matters
- Ability to effectively manage time and responsibilities.

Date _____

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand, twist at neck and waist, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintain attentiveness intensity.

TERMS OF EMPLOYMENT

Twelve month, with vacation and sick leave granted per state law. Salary and benefits to be Established by the Board of Trustees.

Evaluation: Annually, at the direction of the Board.