

Business Manager/District Clerk

Reed Point School District is accepting applications for a **full-time Business Manager/District Clerk Starting As Soon As Possible**. Responsibilities include managing district finances, budgeting, payroll, purchasing, maintaining Board records, and ensuring compliance with state and federal regulations.

Reed Point Schools is a fun and collegial school environment. Our school prioritizes a collaborative work environment. Students and Teachers are our top priorities. As one of the front line employees, the ideal candidate must always be welcoming, friendly and kind as well as professional. If you are a team player that likes to do bookkeeping, creative solutioning, and working with kids this may be the position for you!

Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Experience in school finance or similar financial management is preferred.
- Strong organizational and communication skills.
- Knowledge of Montana school finance laws preferred.
- Ability to obtain Notary Public Commission.

If you are interested and lack some of the Preferred Qualifications we still encourage you to apply if you have many of the following qualifications.

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, word processor, etc.
- Communicate kindly and 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.
- Experience with Microsoft Office, Google Suites and Adobe
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

Position Details:

- Year-round, full-time position - 260 days
- Salary \$41,000-\$45,000 Negotiable Depending on Experience
- Negotiable benefits: health insurance

- Guaranteed benefits: Telehealth, Disability Insurance, PERS retirement, sick/vacation leave
- Potential housing options (if available)
- Guaranteed Training by current Outstanding Business Manager/District Clerk

To Apply:

Submit a Letter of Interest, District Application, Resume, Three Letters of Recommendation, and Unofficial Transcripts (if applicable) to: hjarrett@reedpoint.k12.mt.us

District application can be found under employment on the school website.
www.reedpoint.k12.mt.us