



Sun River Valley Schools

- Simms High School -
- Fort Shaw Elementary -

Excellence in Education

Dave Marzolf – PK-5 Principal/Superintendent x 602/775

Luke McKinley – 6-12 Principal x 123

Belinda Klick – Business Manager x 122

Becky Hart – Technology Coordinator x 110

SRVS.K12.MT.US (406) 264-5110 Fax (406) 264-5189 PO Box 380 / 123 Walker Street, Simms, MT 59477

Job Opening: Business Manager/Clerk Sun River Valley School District (K-8 and 9-12)

The **Sun River Valley School District** is seeking a qualified **Business Manager/Clerk** to oversee the financial operations of both our K-8 and 9-12 districts. This is a **full-time position** offering a **competitive salary and benefits package**, dependent on experience.

Responsibilities:

- Manage and oversee all financial operations of the school district
- Ensure compliance with local, state, and federal regulations
- Maintain accurate financial records and reports
- Support district-wide administrative and operational functions
- Collaborate with school leadership to support budgeting and planning

Qualifications:

- Strong organizational, financial management, and communication skills
- Degree in Business, Accounting, or a related field preferred
- Previous experience as a Business Manager/Clerk is preferred but not required

Compensation:

- **Salary: DOE (Dependent on Experience)**
- Comprehensive benefits package available

How to Apply:

Applications can be picked up in person at **Simms School**.

For more information or to express interest, please contact:

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