

Montana Association of School Business Officials
Training and Contracted Services Provider Position Announcement
March 24, 2025

Montana Association of School Business Officials (MASBO) is searching for a motivated and excited individual to fill our Training and Contracted Services Provider Position. A successful candidate should pride themselves in being helpful, responsive and have a motivation to provide exceptional service to our members. If you are approachable, adaptable, enjoy solving mysteries, and have a good sense of humor, keep reading. The ideal candidate enjoys teaching, exhibits excellent communication skills and attention to detail. Confidentiality is a must.

Minimum Qualifications

- 5 years experience in school finance and operations, 10 years or more preferred
- Experience working with at least one of the three major accounting software is required, with a willingness to be trained in the other two platforms. (Black Mountain, C&C, Tyler)
- Experience working with all three software platforms listed above preferred

The primary focus of this position is to provide remote and on-site services to school districts across the state of Montana that request help in their business office. Such assistance may involve filling in during vacancies by performing basic duties including payroll and claims, annual financial reporting, and budgeting while the district position is vacant. At the point in which the District can fill the vacancy, the district may request continued services to train the newly hired business official.

Contracted services may also serve to assist a district in situations where the work in the business office has been neglected, incorrect or incomplete to a degree that additional help is required to bring the financial records back into compliance with state and federal regulations and deadlines.

This individual will also assist the Executive Director and other MASBO staff in providing professional development training, curriculum and guidance development, and management of both online and in-person training, products and services; to provide support and enrich the knowledge, skills and abilities required of a Montana School Business Official in key areas of the their career.

Work Arrangements

MASBO staff work remotely from their homes. This position may require extensive travel across the state to provide contracted and onsite services. Attendance is also required for four (4) board meetings and other professional development activities as directed. Occasional travel outside of the state may also be required. This is a full time, full year position. Applicants must be able to provide reasonable space to work from home as well as reliable internet. The Association will provide computer, cell phone, and other technology or equipment as needed for the position.

Salary & Benefits

Salary for 1.0 FTE: \$52,000+ DOE, with an attractive benefits package. PERS contribution rate retirement provided with employee match (MASBO is NOT a PERS employer). Paid holiday, vacation, and sick leave. Insurance benefits, or benefits in lieu of insurance also provided.

Starting Date

As soon as possible. Applications will be accepted until the position is filled.

Applications Materials

Please submit the following to Shelley Turner at sturner@masbo.com

- Letter of interest, not to exceed one page
- Current resume
- Two current letters of recommendation that include contact information

Interview Format

All applicants will be notified if they have been selected for an interview or not. Candidates selected for an interview will also be asked to present a short training on the following topic to the interview committee: **Fundraiser Cash Handling Best Practices for New School Business Officials**. This presentation can be made in whichever format the candidate prefers. Location and timing of the interview(s) will be determined by the committee after candidates are selected.

The Montana Association of School Business Officials (MASBO) is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. We value diversity and are dedicated to providing an equitable and inclusive environment. If you require accommodation during the application or interview process, please contact: Shelley Turner, sturner@masbo.com or call (406) 461-3659.

MASBO Training and Contracted Services Provider

Contracted Services (approximately 25% to 50% of time)¹

- In collaboration with the Executive Director and Board, determine the scope of contracted services MASBO will offer to schools. Consideration and development of expanded services, cost comparisons, and continued conversations with our membership required.
- Provide current contracted services which include serving basic business official/district clerk duties while positions are vacant, and/or providing on-site training to the newly hired clerk. Services may also include reporting deadlines, paying bills, processing payrolls, recording revenue and balancing accounts.
- Continue to assess the success of MASBO Contracted Services programs and provide reporting to the Board and Executive Director upon request.
- Develop a system of collaboration with other independent consultants to provide a greater pool of assistance to Montana's school districts.
- Coordinate travel schedules and reservations to meet the needs of this position and communicate these to MASBO staff.
- Extensive independent travel throughout the State of Montana, with occasional out-of-state professional development travel required.
- Communicate clearly and effectively in providing training to newly hired business officials once Districts have filled vacancies.
- Independently track training and travel time/expenses and receipts.

¹ Approximate time allocations are only a general indication of historic time allocations. Different times during the school year, as well as the number of contracted schools seeking assistance, will affect these percentages. Flexibility is important to this position.

- Utilize the Association's QuickBooks Software to invoice contracted districts and record all expenses.
- Assist new business officials in connecting with MASBO mentors assigned.

Training and Professional Development (approximately 30%)²

- Work with the Executive Director and MASBO staff to develop a training curriculum for all areas in which school business officials operate.
- Provide in-person and online training to MASBO membership and possible partner organizations as needed.
- Work with Association staff to determine the appropriate delivery method, source/presenter and timing of MASBO sponsored training.
- Consult with external organizations, state agencies (OPI, MPERA, TRS, DOR, etc.), county personnel, software vendors, auditors and others to determine training topics and needs.
- Work with MASBO Committees to develop and update guides, resources, training materials, tests, and study guides.
- Provide technical assistance through phone calls and emails to MASBO members.
- Assist the OPI School Finance Division to update the School Accounting Manual and other guidance documents as needed.
- Assist in the MASBO mentorship program.
- Consideration and coordination of the yearly training calendar.
- Consideration and possible expansion of learning management technologies, and services provided to the Association membership.
- Commitment to continued personal professional development to obtain and remain fresh in field school business and operations best practices.

General Office Operations (approximately 20%)

- Coordinate with the MASBO staff to develop a schedule that ensures a MASBO representative is present at all MASBO-sponsored trainings and events.
- Attend area school business official meetings on request.
- Perform duties that enhance internal controls of MASBO's financial activities.
- Other duties as assigned.

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