

CLERK / BUSINESS MANAGER - BASIN ELEMENTARY SCHOOL

Basin Elementary is looking for their next clerk. The school is currently in its first year of Non-Operational Status. The position is part time - 50 hours per month. Salary is negotiable and work is remote. Below is a job description. Any interested parties should reach out to the Jefferson County Superintendent Sarah Eyer at seyer@jeffersoncounty-mt.gov.

District Clerk Job Description

Reports to: District Administration and Board of Trustees

Status: permanent, part time, 50 hours / month

Salary: DOE

Essential Functions

Board records and relations:

Responsible for: agendas, packet creation and distribution, minutes, postings, attendance, recording, responding to board requests, trustees financial summary and any other duties as assigned relating to board of trustees.

Accounting:

Responsible for: requisitions, purchasing, claiming, reviewing approved claims and requisitions, all facets of payroll, bill paying, maintenance of payments and revenues and any other accounting duties as assigned relating to accounting.

Grants:

Tracking and reporting grant monies as they flow through the district. Work with the OPI to manage grants and the dissemination and payout of grant monies.

Finance:

Budget monitoring and reporting monthly, tracking of county financial records, creating, balancing and reporting of budget, participate in all audits and respond to findings and any other finance duties as assigned relating to finance.

Miscellaneous:

Coordinate all facets of adult education, creation, coordination and tracking of all district contracts (transportation, staff, tuition, and any other contracts), coordination and tracking of all district transportation issues, create and send bulk mailings, track inventory and needs of district office, complete OPI enrollment and accreditation reports, respond to staff requests and any other duties as assigned by the administrator of the school or the board of trustees.

Desired Minimum Qualifications:

1. The candidate should possess 6 years of experience with increasing responsibility for budgeting and familiarity with generally accepted accounting practices and bachelor's degree in accounting, business or a closely related field. Will consider a combination of experience and education that would likely provide the desired level of skills and abilities.
2. Advanced knowledge of budgeting, record keeping, arithmetic and generally accepted accounting practices and procedures.
3. Advanced proficiency in Microsoft Office, knowledge of general ledger accounting systems, proficiency in operation of all standard office equipment.
4. Proven ability to communicate effectively with all stakeholders.
5. Proven ability to compile and maintain accurate and complete records and reports.
6. Proven ability to understand and carry out written and oral instructions in a timely fashion; able to meet strict deadlines and effectively manage and prioritize time and tasks.
7. Proven ability to maintain confidentiality of employment and student matters.
8. Proven ability to type minimum of 50 wpm and be proficient in the use of a ten key and be proficient in data entry and processing.

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 the 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 lbs.

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 maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.