**BUSINESS OFFICE MANAGER & SCHOOL CLERK
HARLOWTON PUBLIC SCHOOLS**

**REPORTS TO:**  Board of Trustees and Superintendent

**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District’s Strategic Plan.

**ESSENTIAL FUNCTIONS:**

Attend all meetings of the Board of Trustees, unless excused by the chairperson.

Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.

Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.

Responsible for keeping accurate and detailed accounts of all receipts and disbursements.

Responsible for drawing and countersigning all warrants for expenditures.

Responsible for the preparation of all notices for School Board meetings and elections.

Responsible for preparing and submitting financial reports to the superintendent and the Board as requested.

Responsible for preparation of Board packets.

Processes all authorized invoices.

Maintains records of paid/unpaid invoices and purchase orders.

Assists in budget preparation and with audits.

Processes payroll data for all School District employees and prepares payroll checks for distribution.

Maintains up-to-date files of all payroll information.

Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.

Responsible for communicating with governmental agencies, labor organizations, TRS, and PERS to provide information.

*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, word processor, 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.

**EQUIPMENT USED:**

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

**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.

The noise level in the work environment is usually moderate.

**TO APPLY:**

Please submit a district certified application form found on our website.
<https://www.harlowton.k12.mt.us/page/employment>

In addition:

1. Letter of interest and introduction
2. Copies of college transcripts
3. Three current professional letters of recommendation