HAVRE PUBLIC SCHOOL  **HAVRE, MONTANA 59501**

 VACANCY ANNOUNCEMENT

September 2, 2021

POSITION: District Clerk/Business Manager

RESPONISBILITIES: Primary duty is to manage the business operations of the school district under the supervision of the Superintendent of Schools. Duties include, but are not limited to payroll, budgetary preparations, receipt and expenditure records and fund reporting. Supervisory duties may be included. Applicant should possess accounting skills and computer proficiency. Effective oral and written communication skills are required.

QUALIFICATIONS: A bachelor’s degree in business, finance or public accounting from an accredited institution is preferred. Work experience may be considered in place of a formal education

WORK EXPERIENCE: Prior experience with the following is desirable:

* Work experience with a public school
* Work experience with a public accounting firm having school district clients or
* Work experience with the finance section of the MT OPI
* Successful experience as a supervisor

SALARY: $60,000 + DOE

APPLICATION District Application, Resume, Letter of Interest

REQUIREMENTS: Personnel Office, Havre Public Schools

Box 7791, Havre, MT 59501

BENEFITS: Per the Personnel Practices for Administrators

**DEADLINE: October 1, 2021 @ 5:00PM. Start date is flexible based on the availability and schedule of the successful candidate.**

Application may be found at [www.blueponyk12.com](http://www.blueponyk12.com) under the **Employment** Tab

For further information or questions please contact:

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Assistant Superintendent Personnel Assistant
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