

# THREE FORKS PUBLIC SCHOOLS

School District No. J-24 . 212 East Neal . Three Forks, MT 59752

*Dr. Rhonda Uthlaut, Superintendent 285-6830  
Principal 285-3224  
Steve Fanning, Elementary Principal 285-6830*



**We Are Respectful  
We Are Safe  
We Are Responsible  
We Graduate!**

**We are Wolves!**

*Lisa Morgan, District Clerk 285-6830  
285-3224*

*Paula McDonald, Assistant Clerk 285-6830  
285-3224*

*Laurie Mack, Elementary Secretary 285-6830  
539-0366*

*Elementary Fax 406-285-3216  
406-285-3503*

*Gregory W. Heys, High School*

*Jake Lynch, K-12 Assistant Principal  
285-3224*

*Gayla Sieler, High School Secretary*

*Alisa Meeks, Middle School Secretary*

*Lori Sayers, Board Chairperson*

*High School Fax*

May 23, 2022

## Business Manager / Clerk

Salary: TBD Based on Experience & Qualifications (Minimum \$55,000)

Contract Days: 240 days

Starting Date: July 1st, 2022

Closing Date: Open until filled

Reports to: Superintendent & Board

**SUMMARY:** The Three Forks School District has an opening for the position of Business Manager/Clerk. This position coordinates and oversees the work flow of the Accounts Payable/Receivable, Payroll and General Business Office Administration. The Business Manager works closely with the Superintendent, Administrators, and other District personnel in determining the most cost effective and beneficial allocation of school funds. Responsibilities include providing accurate, timely reporting of financial and statistical data pertaining to the school district. The District Clerk will attend all meetings of the Trustees to keep an accurate account and permanent record of the proceedings of each meeting.

This management position will require experience in the specific area of School Business Management, a Bachelor's Degree in Accounting or related field. The salary will be dependent upon experience and education. This is a full-time position which includes health insurance, sick and vacation leave, and PERS Retirement benefits. This position is open until filled and begins July 1st. Please submit a letter of interest, classified application and three letters of recommendation.

### **ESSENTIAL FUNCTIONS:**

Serves as chief fiscal officer of the District.

Informs the Superintendent and/or Board of Trustees of the business operations of the District.

Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports.

Assigns and distributes fiscal responsibilities, in consultation with the superintendent.

Creates and applies fiscal controls and procedures.

Assists in development of the budget.

Establishes procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

Directs the preparation, advertisement, and dissemination of bid documents.

Directs the preparation and dissemination of payroll.  
Responsible for all financial procedures and records.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**Desired Minimum Qualifications:**

- Hold a Bachelor's degree with a major in business, accounting, economics, finance or related field.
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Knowledge of finance and budgeting principles.
- Skills in the use of computers and advanced accounting systems
- Ability to read, analyze, and interpret information including governmental and policy regulations.
- Strong leadership and communication skills.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

**Benefit package includes:** District pays 100% of the Monthly Health Insurance Premium for Single Coverage and a district-paid life insurance benefit of \$20,000. Employees may qualify for a district contribution to an HSA. Dental, vision & supplemental life insurance are available at the employee's cost. Retirement; Discretionary Leave; District issued laptop and / or tablet; paid Professional Development Opportunities and possible Student Loan Forgiveness are additional benefits offered.

**Three Forks School District** is a Class B district, kindergarten through 12th grade, with approximately 775 students.

**Three Forks, Montana** is located 30 miles west of Bozeman by way of Interstate 90. An historic small town community, Three Forks is rich in history. Nearby Missouri Headwaters State Park preserves the historic place where Lewis and Clark discovered the confluence of the Jefferson, Madison and Gallatin rivers creating the headwaters of the Missouri River.

**Recreation:** This area of Big Sky Country offers fishing, hunting, boating, hiking, camping, snowmobiling, rafting, and much more for the outdoor enthusiast. Annual events include the Three Forks Rodeo Dayz NRA Rodeo and Streetdance, Headwaters Country Jam, and Downtown Christmas Stroll.

**Application Materials Needed:**

1. District application
2. Resume
3. 3 Letters of Recommendation

**\*\*Please send all application materials to Superintendent, Rhonda Uthlaut:**

Contact Information:  
Dr. Rhonda Uthlaut  
Phone: 406-285-3224  
Fax: 406-285-3216  
212 East Neal

Three Forks, Montana 59752

*The Three Forks School District is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, national origin, gender, disability, or age.*