

Kalispell School District #5

Director of Business Services/ District Clerk (3413)

JOB POSTING

Job Details

Posting ID **3413**
Title **Director of Business Services/ District Clerk**
Description **FTE: 1.0**

Salary: \$111,775-\$122,179 DOE, exempt, 260 days + 9 holidays + 6 personal days. Vacation and sick days as determined by MCA.

Open until **NOON** December 1, 2021. (This differs from the time listed in the applicant system.)

Interviews to be held December 17, 2021.

Overview:

The Director of Business Services is a central office administrator and is directly responsible for the operation of Business Services, and has supervisory responsibility in the areas of accounting, payroll, purchasing, data processing, tuition, school property, and food services. The Director of Business Services serves as District Clerk, and is responsible for maintenance of the district's permanent records, for preparation of the Board minutes, and for overseeing elections ordered by the Board of Trustees.

General Responsibilities:

- Responsible for the operation, oversight, and financial integrity of all financial related aspects of the school district operations including general ledger, accounts receivable, accounts payable, payroll, and food services, capital assets, revenue, tuition and student extracurricular accounts.
- Prepares and manages various financial reports and processes including annual budgets, capital planning, Trustees reports, Comprehensive Annual Financial Report, OPI required reports, district procurement, contracts, bidding, and risk and insurance programs.
- Applies governmental accounting practices, generally accepted accounting principles, IRS, state and other regulatory requirements, inventory control, and district policies.
- Assesses, monitors, and improves district operations and programs in relation to financial impacts, projections, alternatives, and policy.
- Acts as liaison for federal and state grant financial administration, with district auditor, with County Clerk and Recorder and Treasurer, and with other state and local officials.
- Coordinates financial oversight with Human Resources for the district's benefit plans.
- Manages the district's risk and insurance programs (property, liability, vehicle and students).
- Develops and monitors systems of internal control.
- Investigates and corrects for procedural errors or violations of internal control, state or federal regulations or laws related to finance.
- Supervises Business Services staff and Director of Food Service include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

District Clerk Responsibilities:

- Election Administrator- administers all school district elections.
- Statutory requirements for Clerk include minutes, finances, various other statutory responsibilities (section 20-3-325, MCA), and application of various state laws regarding government school finance.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of generally accepted accounting and GASB.
- Knowledge of accounting, auditing, budgeting and payroll principles.
- Knowledge of principles, practices and terminology used in complex financial and statistical recordkeeping.
- Ability to conduct sound research and apply analytical methods.
- Knowledge regarding systems and methods of budget development, tracking, and monitoring.
- Ability to build and maintain positive professional relationships throughout the district.
- Ability to effectively plan, organize, and manage the operations of a business office.
- Skill in scheduling, supervising, assigning and reviewing work; training, guiding, appraising and counseling employees.
- Ability to prepare clear, accurate and timely financial statements, reports, schedules and records.
- Skill with effective oral communications.
- Ability to set up and maintain a complete set of accurate, complex and interrelated financial records.
- Ability to perform accurate and rapid mathematical computations.
- Ability to interpret and apply codes, regulations, policies and procedures.
- Ability to evaluate, develop, implement and maintain accounting policies, procedures, and standards.
- Skill in establishing and maintaining effective working relationships with those contacted in the course of the work.

Minimum Qualifications:

- Bachelor's degree in related field and a minimum of five years of progressively responsible experience.

Preferred Qualifications:

- Experience with public school administration.
- Experience with accounting software.
- Experience with facility operations, transportation, and auxiliary services.
- Advanced degree or certification in related field.
- Registered School Business Administrator/Official certification.

Physical Demands:

This is a *Medium Duty* job, according to the Selected Characteristics of Occupations Defined in the Revised Dictionary of Occupational Titles, U.S. Department of Labor and Industry. *Medium Duty* involves exertion of 20-50 pounds of force occasionally, and/or 10-25 pounds frequently, and/or up to 10 pounds continuously.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$111,775.00 to \$122,179.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	General Administrator	<i>Internal Job Application</i>	General Administrator
<i>Location</i>	BUSINESS ADMINISTRATION	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	11/10/2021	<i>General Start Date</i>	11/10/2021
<i>Internal End Date</i>	12/01/2021	<i>General End Date</i>	12/01/2021

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Andersen	1		

Alternate Job Contact

Name

Micah Hill

Title

Superintendent

Location

GENERAL ADMINISTRATION

Phone

406-751-3434

Email

hillm@sd5.k12.mt.us

References

*Automatically Send
Reference Check*

No

*Reference Check
Form*