

Notice of Job Position

Business Manager/District Clerk

Luther School

Part Time 25 hours per week

Salary: \$16 - \$20 per hour DOE

Health Benefits to be Considered

Application Starting Date – 01/5/2022

Application Close Date – Until Filled

High School Diploma with Business/Accounting Experience Preferred

Position is subject to mandatory three-month probationary period.

Applicant must be able to pass criminal background check

SUMMARY OF FUNCTIONS:

The District Clerk will provide care and custody of all records and documents of the Board to ensure lawful operation of the school district. In addition, the District Clerk shall include payroll, food service, and transportation duties. The District Clerk will also attend and take minutes for all Board Meetings. The District Clerk is to provide the most efficient services to support the educational objectives of the School District and derives maximum benefits from prudent expenditure of district funding following established state laws and regulations. To accomplish these tasks, the District Clerk must work closely with the administration and Board of Trustees to support the philosophy and mission of the Luther School.

Please Contact:

Carrie Entenmann at 406-425-1065 or lutherk8clerk@outlook.com

Kristen Arnold at 406-672-9833 or lutherk8clerk@outlook.com

Send a letter of interest to:

Luther School
District Clerk Position
4 Luther Roscoe Road
Red Lodge, MT 59068