

## CRESTON ELEMENTARY SCHOOL DISTRICT #9

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**Position:** District Clerk & Business/Office Manager

**Hours:** Full time Monday – Friday during Academic Year; flexible hours during vacations.

**Days:** 210 to 230 days (negotiable).

**Salary:** \$30,000 - \$36,000/yr DOE; benefit in lieu of insurance available

**Closing Date:** open until filled

Training to be provided.

**Duties include:**

- Acts as Clerk to the School Board of Trustees
- Acts as custodian of all documents, records and reports of the Trustees
- Maintains and prepares financial records
- Completes monthly Payroll & Claims
- Administers school district elections
- Prepares and monitors annual budget; purchases supplies
- Maintains educational, health, transport, personnel records and prepares State and Federal reports
- Assists with the daily operations of the District
- Performs a wide variety of clerical and secretarial work
- Other duties as necessary and/or assigned

**Minimum Qualifications:**

- Three years experience in accounting, economics, or finance or related field; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Proficiently operate standard office equipment, working knowledge of Excel, Word; and accounting software (Black Mountain) advantageous
- Ability to work independently, effectively manage time and responsibilities with minimal supervision.

**Pre-employment requirements:**

- Successful applicant must pass a criminal background check.

**Equal Opportunity Employer**

Creston School District provides all people equal opportunity for employment without regard to race, religion, gender, age, national origin, disability, or marital status.

**To Apply:**

Send completed application (available at [crestonschool.com](http://crestonschool.com)), letter of interest, resume, three references, and college transcript, if applicable or other certifications to:

Rachel Stevens – Principal  
Creston Elementary School  
4495 Highway 35  
Kalispell, MT 59901  
[rstevens@creston.k12.mt.us](mailto:rstevens@creston.k12.mt.us)