**Highwood School DISTRICT CLERK/Business Manager**

Come join our team of dedicated and friendly staff at Highwood School. Highwood School District enjoys a supportive community and a truly exceptional team of educators and staff members.

**SUMMARY OF FUNCTIONS:**

The District Clerk/Business Manager is responsible for the management of and processing of board minutes, budgets, payroll, accounts payable for all areas of the school, accounts receivable, cash handling and management, classification and reporting of transactions in accordance with standards established by GASB, grant management, transportation documentation, general record and document management, the administration of school district elections as required and additional reporting requirements and duties as assigned. The goal of the District Clerk/Business Manager’s role is to maximize the benefit of district resources through prudent expenditure in accordance with all legal requirements as well as the mission of the school district as interpreted by the Board of Trustees and administration. With the permission of the Board of Trustees, the District Clerk/Business Manager may utilize an assistant in the fulfillment of these duties.

**WAGES:** based upon experience in this and other related fields

**BENEFITS:**

Paid training (paid time, membership and conference fees for MASBO trainings)

Paid Health Insurance Premiums of $11,235.00 for participating employee

Health Savings Account for eligible employee

Public Employee Retirement

403 (b) available

Sick leave

Vacation leave

**HOW TO APPLY:** Please contact Jane Suberg, superintendent, for an application at jsuberg@highwood.k12.mt.us.