



Potomac Elementary School

29750 Potomac Road
Bonner, Montana 59823

Phone (406) 244-5581
Fax (406) 244-5840
www.potomacschoolmontana.us

*“Potomac School equips each student for his/her future
within a culture of excellence that values the small community experience.”*

Potomac School District Notice of Position Opening

Business Manager/District Clerk: This is a year-round, part-time position. The business manager/clerk performs a variety of tasks for the Board of Trustees and works closely with the principal to ensure the fiscal integrity of the district.

Prior payroll accounting experience is required. School accounting experience is preferred.

Salary and benefits will be negotiated based on experience and education. Minimum salary \$32,500 plus health insurance (\$570/mo).

Interested candidates should submit a letter of interest, district application, and resume to:

Sarah Schmill, Principal

29750 Potomac Road

Bonner, MT 59823

406 244-5581

sschmill@potomacschoolmontana.us

The district application can be found online at www.potomacschoolmontana.us, or may be given upon request through the main office.

Start Date for this position: ASAP

Position open until filled.

Potomac School District is an Equal Opportunity Employer.