**Columbus School District is seeking an experienced individual to fill the position of District Clerk/Business Manager.**

District Clerk/Business Manager Position to start 7/1/2023.  12 Month Salaried Position for our K-8 and 9-12 Districts.   Base Pay is $58,000 to $75,000, D.O.E.  Health insurance, sick leave, vacation and other benefits are available.

**Qualifications:**

Degree in Business/Accounting and/or previous experience as a District Clerk/Business Manager is required.  Applicant should have a strong background in local government finance and budgeting.  Applicant must have exceptional multi-tasking and organizational skills and have advanced accounting experience.  Applicant must have proficient computer/keyboarding and technology skills, including knowledge of computer data entry, Microsoft applications, and experience with payroll and accounts payable related computer applications.  Applicant must demonstrate professional office skills.  Applicant must be aware of Montana School Law, practice confidentiality, and have excellent communication and interpersonal relation skills with the Board of Trustees, staff, students, and the public.  Applicant must demonstrate attention to detail and efficient/effective use of time and must be a self-starter.

**Please submit the following by email or mail to apply:**

**Letter of Interest**

**Current Resume**

**Completed District Application**

**Copy of Teaching Certificate**

**Transcripts (official upon hire)**

**Three Current Letters of Recommendation**

**You May find our District Application online at: www.columbus.k12.mt.us**

**Please direct any inquiries to:**

**Jeff Bermes**

**Superintendent | Columbus  Public Schools**