

District Clerk / Business Manager (part time)

Announcement of Classified Vacancy

Pleasant Valley School District #27 has an opening for a District Clerk/Business Manager. This is a part time position consisting of approximately 48 hours per month. Hourly wage is \$20.00 per hour. Must be a self-starter who is motivated with strong organizational, verbal and written communication skills. Responsibilities include management of all financial, budget, accounts payable, financial reporting and grant management activities and practices for the district. In addition, this person will oversee special projects, serve the Pleasant Valley School Board of Trustees and act as the district's election official.

The person in this position works closely with the Lead Teacher, the Superintendent and reports to the Board of Trustees.

Pleasant Valley School

Pleasant Valley School is a small, remote, rural public elementary school within Flathead County. We currently have 10 students enrolled K-8. Pleasant Valley School is the last one-room schoolhouse in northwest Montana.

To Apply

Please complete a letter of interest, resume, and district classified application available on our website at: www.pvsmt.org or for pick up in the school office. Incomplete applications will not be considered.

A formal job description is also available on our website or from the district upon request. Pre-employment background check is required.

Closing Date: Until filled

School Contact

Ann Becker, District Clerk/Business Manager
Pleasant Valley School
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