

Plevna School District # 55 is searching for a Clerk/Business Manager. It is preferred that the applicant possess a bachelor's degree in accounting, finance, or experience in these areas. This will be a 12 Month Salaried Position. The district is looking to fill this position as soon as possible for a start date of January 30, 2023. The position will be open until filled.

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.

The business manager is required to: attend and take minutes for all meetings of the Board of Trustees, Act as custodian of all records and documents of the District, Prepare legal notices, election notices, as well as any other notices concerning the District's business, is responsible for accounts payable/receivables, payroll, and reconciliation of cash balances for the district, Act as an advisor to the Superintendent on all questions relating to the business and financial affairs of the district ensuring the fiscal integrity of the district, help to prepare, develop, and administer the annual budget, administer a budget control system for the district, and oversee the maintenance of accounting equipment.

Salary: Based on experience.

Benefits include: Full family insurance, sick leave, vacation, and other benefits, including an Health Savings Account of \$3000 per annum.

To Apply: Please send a preliminary packet including a resume, cover letter, and three current letters of reference.

Successful preliminary candidates will be asked to complete a district application.

All application materials should be emailed to Superintendent, Timberly Kelly
tkelly@plevna.k12.mt.us