

Shepherd School District #37

7842 Shepherd Rd
Shepherd, MT 59079

Shepherd School District #37 does not discriminate on the basis of race, religion, gender, age, national origin, disability or marital status.

Business Manager/District Clerk

Job Requirements:

- Business Degree OR 2-3 years of business/accounting/payroll and/or school finance experience
- Comfortable with and proficient with technology
- Proficient in all Microsoft programs, especially Excel
- Public Notary (current or able to obtain)
- Pass required background check

Job Description:

The Business Manager/District Clerk serves as the chief fiscal officer of the District and is responsible for all financial procedures and records. Duties of this position include, but not limited to:

- Attend all meetings of the Board of Trustees and take/maintain accurate minutes of the meetings
- Inform Superintendent and Board of business operations of the District
- Generate financial statements and other financial reports upon request
- Budget preparation
- Establish procedures necessary for budgetary controls
- Accounts payable - Maintain records of paid/unpaid invoices and purchase orders
- Process Payroll data and prepare payroll checks for distribution
- Communicate with governmental agencies, labor organizations, TRS and PERS to provide information
- Prepare documents and information for audits
- Prepare notices for School Board meetings and elections
- Other duties as assigned by Board of Trustees

How to Apply:

To apply for this position, please fill out the [Shepherd School Classified Application](#). With your application, please provide a letter of interest, your resume, and letter(s) of recommendation. The application, along with the supporting documents, can be emailed to Charly at c-bermes@shepherd.k12.mt.us or they can be mailed to Shepherd School, PO Box 8, Shepherd, MT 59079.

