

Somers School District
Notice of Job Listing
District Clerk/Business Manager

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

Qualifications:

Degree in Business/Accounting or previous experience as a District Clerk/Business Manager is desirable. 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.

Essential Duties and Responsibilities of the District Clerk/Business Manager:

- 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
- 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
- Oversee** the maintenance of accounting equipment
- Deposit** all revenue collected
- Maintain** separate accounts for the activity fund, food service fund, Miscellaneous 115 fund, and any others established by the Board
- Manage** the business services of the school district
- Monitor** internal control activities for auditing purposes
- Direct** the fixed asset accounting procedures
- Implement** and monitor purchasing policies and procedures
- Prepare** final budget documents for approval by Superintendent and Board of Trustees
- Attend** workshops and seminars to keep current with audit changes, accounting changes, federal laws, Montana School laws., etc....
- Generate** timely financial statements and other financial reports upon request
- Create** and apply fiscal controls and procedures
- Balance** accounts monthly with county treasurer and bank
- Cooperate** with the auditors and provide information to them as requested
- Prepare** responses to the audits of the school districts and management Discussion and Analysis (MD &A)

Report annually to the County Superintendent, not later than September 1, the financial activities of each fund maintained by the district during the last completed school fiscal year on the forms prescribed and furnished by the Superintendent of Public Instruction

Oversee enrollment/attendance information and reporting, pupil transportation reporting, and school food reporting to provide concise and accurate numbers

Responsible for all financial procedures and records

Only minimum duties and responsibilities are listed. Other duties and responsibilities may be required as given or assigned

Salary and benefits will be negotiated based upon experience and education.

Application Deadline: Until Filled

Interested candidates should submit a district application, letter of interest, resume, and three (3) letters of recommendation to:

Somers School District
Attn: Joe Price, Superintendent
315 School Addition Rd
Somers, MT 59932
406-857-1022
joe.price@somersdist29.org