

The Augusta School District is seeking a full time Clerk/Business Manger for the remainder of the 2022-2023 school year.

### **Desired Qualifications**

- Informs the superintendent and/or Board of Trustees of the business operations of the school district.
- Generates timely financial statements and other financial reports upon request.
- Handles fiscal responsibilities, in consultation with the superintendent.
- Assists superintendent in development of the budget.
- Maintains procedures necessary for budgetary controls.
- Maintains procedures for purchasing in accordance with Board policy.
- Assists in the preparation, advertisement, and dissemination of bid documents.
- Processes payroll data for all school district employees and prepares payroll checks for distribution.
- Processes all quarterly and yearly payroll reports.
- Processes all account payables
- Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
- Prepares reports and assists in supervision of the district's federal programs, state programs, transportation, food service program and any other state/federal programs.
- Attends all meetings of the Board of Trustees, unless excused by the chairperson.
- Takes and maintains accurate minutes of meetings of the Board of Trustees.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming and outgoing correspondence as instructed.
- Acts as custodian of all records and historical documents of the district, including but not limited to personnel files, financial records, property records, and minutes.
- Draws and countersigns all warrants for expenditures.
- Prepares and submits financial reports to the superintendent and the Board as requested.
- Prepares for fiscal audits.
- Maintains confidentiality regarding personnel and student information.
- Communicates with governmental agencies, labor organizations, TRS, and PERS to provide information.
- Maintains an inventory of all district assets.

*Only minimum duties are listed. Other functions may be required as given or assigned*

*Wages will depend on experience. The Augusta School District offers a competitive compensation package.*

*For more information please contact Superintendent Kim Ramorini at (406)562-3384 or [kramorini@augusta.k12.mt.us](mailto:kramorini@augusta.k12.mt.us) or*

*Business Manager/Clerk Jamie Fuller at (406)562-3384 or [jfuller@augusta.k12.mt.us](mailto:jfuller@augusta.k12.mt.us)*