



Help Wanted

Ulm School Clerk/Business Manager

Essential Functions:

- Attends all meetings of the Board of Trustees to take and maintain accurate minutes
 - Responsible for the preparation of all notices for the School Board meetings and elections
 - Responsible for the preparation of Board packets, including financial reports
- Acts as the District's School Election Administrator
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, receipts and minutes.
- Processes all authorized invoices
 - Maintains records of paid/unpaid invoices and purchase orders
- Processes payroll data for all School District employees and prepare payroll checks for distribution
 - Maintains up-to-date files and records of all payroll information
- Responsible for employment forms, including but not limited to direct deposit, payroll deductions, MW-4s, I9s, background checks, retirement, workers' compensation, unemployment insurance, IRS and Social Security end-of-year reporting (W2s, W3, 1099)
- Responsible for communicating and reporting with the Office of Public Instruction (OPI), Cascade County Treasurer, Teachers' Retirement System (TRS) State of Montana Retirement System (PERS), The United States Department of Education, The Internal Revenue Service (IRS), The Montana Department of Revenue,
- Assists in the Student Data System (currently Infinite Campus) and OPI's AIM Unit

Desired Qualifications

- Experience in general clerical work. A degree in Business/Accounting or previous experience as a District Clerk/Business Manager is desirable.
- Excellent communication and interpersonal relations skills with the Board of Trustees, staff, students, and the public.
- Ability to maintain confidentiality of employment and student records.
- Background in local government finance and budgeting.
- Knowledge of Montana School Law.

For more information, please contact Russ McDaniel at (406) 866-3313.