



# Vaughn Public School

*"Home of the Wildcats"*

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## Notice of Job Position Business Manager/District Clerk Vaughn Public School

Full Time Position (40 hours a week)

Salary: DOE

Starting Date - 11/12/2021

Ending Date – Until Filled

Business/Accounting Degree Preferred

Position is subject to mandatory six-month probationary period.

Applicant must be able to pass criminal background check

### SUMMARY OF FUNCTIONS:

The District Clerk will provide care and custody of all records and documents of the Board to ensure lawful operation of the school district. In addition, the District Clerk shall include payroll, food service, and transportation duties. The District Clerk is to provide the most efficient services to support the educational objectives of the School District and derives maximum benefits from prudent expenditure of district funding following established state laws and regulations. To accomplish these tasks, the District Clerk must work closely with the administration and Board of Trustees to support the philosophy and mission of the Vaughn School District.

**BENEFITS:** Health insurance, flexible spending benefits, sick leave, vacation leave, retirement

Please pick up an Application at the Vaughn Public School main office 480 Central Ave.  
or you may download the application from our website  
[vaughnschool.com](http://vaughnschool.com)

Teri Belnap

Personnel Administrator

Please call (406) 965-2231 with any questions.

Vaughn Public Schools is an EOE