

VACANCY ANNOUNCEMENT

- **Position:** School District Clerk
- **Location:** Cottonwood School District, Bozeman, Montana
- **Position Type:** Classified
- **Date Posted:** 11/17/2022
- **Description:** Cottonwood School District #22, a rural K-8 school located 12 miles south of Bozeman, seeks a part-time School District Clerk.

The Clerk attends meetings of the Board, keeps an accurate journal of its proceedings, and maintains the records, books, and documents of the Board. The Clerk keeps accurate and detailed accounts of receipts and disbursements and draws and countersigns warrants for expenditures. He/she prepares an annual financial report of receipts and disbursements of school funds. The Clerk makes preparations for the notice and conduct of District elections and performs other duties as prescribed by law or as directed by the Board.

This position is a part-time, hourly position. Hours are approximately 10-20 hours per month. Attendance at monthly board meetings is required.

- **Qualifications:** Strong organizational, oral and written communication skills and experience with financial accounting/bookkeeping are required. Completion of two years' successful post-secondary schooling and previous public school experience are preferred. Successful applicant must pass a criminal background check.
- **Compensation:** Wages depending on experience.
- **Application:** Send letter of interest, resumé, and application to:
Gallatin County Superintendent of Schools
311 W. Main Street, Room 107
Bozeman, MT 59715

For information or to request an application, call (406) 582-3090 or email: superintendentofschools@gallatin.mt.gov.

- **Date closes:** Until filled.