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## **NORTH STAR BOARD OF TRUSTEES**

### **POSITION OPEN AT NORTH STAR SCHOOLS**

The North Star School District has an immediate opening for Clerk/Business Manager position. This is a management position and we strongly recommend a bachelor's degree in accounting or related field. Experience in school finance and GAAP accounting is desirable. Must have excellent computer skills, ability to run accounting and payroll software, supervise others and assist superintendent and board. Wage is depending on experience and education. Housing is available if needed.

- **Full-Time Clerk/Business Manager (40hrs/week and year-round)**

**Position remains open until filled.**

If you need more information on this position, please contact Supt. James Russell at (406) 355-4481.

If interested, please complete a letter of interest and a North Star application which can be found at [www.nsschools.org](http://www.nsschools.org). Click on District Information and scroll down to Employment. Or, contact the administrative office for a packet, at (406) 355-4481. Please send applications to: Superintendent Russell, PO Box 129, Rudyard, MT 59540 or email [jrussell@nsschools.org](mailto:jrussell@nsschools.org)