

WE ARE HIRING



Yaak
Elementary
School

District Clerk Business Manager

PREFERRED MINIMUM QUALIFICATIONS

- Accounting Degree or Equivalent Education & Experience in Accounting
- Payroll and Public School Finance & Budgeting Principles Experience
- Leadership, Communication & Time Management Skills
- Knowledge of Computers/Payroll & Accounting Software

APPLICATION REQUIREMENTS

- District Application
- Resume
- Transcripts
- Letter of Interest
- Three Letters of Recommendation

Training Rate: \$15.00 Per Hr

CLOSING DATE

Open Until Filled

For More Information

Clerk's Office

29893 Yaak River Road

Troy, MT 59935

406-295-9311

schoolclerk@yaakschool.org



Equal Opportunity Employer & Provider