

MANHATTAN PUBLIC SCHOOLS

VACANCY ANNOUNCEMENT

JOB TITLE:

Business Manager/District Clerk

SALARY RANGE:

\$65,000 - \$75,000 DOE

POSTING DATE:

01/22/2025

START DATE:

7/1/2025 or sooner to allow for 6-9 months of training with the current Business Manager/Clerk retiring in December 2025.

POSITION SUMMARY:

This position is responsible for overseeing the financial operation of the school district, ensuring compliance with regulations, supporting administrative functions and district clerk duties. This position requires strong organization, financial management, and communication skills. **The Business Manager** is the Financial Officer of the District and is directly responsible to the Superintendent/Board of Trustees and for advising the District Superintendent in the function and maintenance of the District's Business affairs as well as being knowledgeable in the areas of accountability for Double Entry Generally Accepted Accounting Principles (GAAP). **The position of Clerk** is defined by law. The Clerk is an employee of the Board of Trustees rather than a public officer and is directly responsible to the Board of Trustees. See [Business Manager/District Clerk](#) for full job description.

DESIRED MINIMUM QUALIFICATIONS:

Hold a Bachelor's degree with a major in accounting, economics, or finance or related field or combination of training and/or experience that could likely provide the desired knowledge and abilities, five or more years of progressively responsible leadership experience in and/or familiarity with school finance, knowledge of finance and budgeting principles, knowledge of generally accepted accounting principles, financial reporting, and federal and state laws and regulations related to school finance and payroll. Must be proficient with standard office equipment and software, be able to compile complete and accurate Minutes, and have Montana Notary Public Commission or ability to obtain commission.

REPORTING RELATIONSHIP:

Reports to the Superintendent and Board of Trustees

TERMS OF EMPLOYMENT:

1. Full-time Salaried Position: 250-day year-round contract.
2. Position qualifies for insurance, sick/vacation leave, and retirement benefits.

CLOSING DATE:

Open until filled.

EQUAL EMPLOYMENT OPPORTUNITY:

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE:

Complete a classified application which is available on the school website www.rollontigers.org/employment or in the Manhattan School District Office. Please include your application, resume, three letters of recommendation, college transcript (if applicable), or other certifications to Manhattan District Office, or you may email or mail your documents. Please address all documents to Brian Ayers, Superintendent. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.

CONTACT INFORMATION:

Email all application materials to info@mhstigers.org or mail to Manhattan School District Office, Attn: Mr. Brian Ayers, Superintendent, PO Box 425, Manhattan, MT 59741.