

# CRESTON ELEMENTARY SCHOOL DISTRICT #9

## Open Position:

# District Clerk & Business/Office Manager

**Date Posted:** 1/3/2025

**Hours:** Full time Monday – Friday during Academic Year; flexible hours during vacations.

**Days:** 210 to 220 days (negotiable)

**Salary:** \$37,000 - \$42,000/yr DOE

**Benefits:** Annual leave, sick leave, Montana Public Employees Retirement, \$650/month benefit in lieu of insurance available

**Closing Date:** open until filled

**Start Date:** 4/1/2025 (negotiable), training provided

### Duties include:

- Acts as Clerk to the School Board of Trustees
- Acts as custodian of all documents, records and reports of the Trustees
- Maintains and prepares financial records
- Completes monthly Payroll & Claims
- Administers school district elections
- Prepares and monitors annual budget; purchases supplies
- Maintains educational, health, transport, personnel records and prepares State and Federal reports
- Assists with the daily operations of the District
- Performs a wide variety of clerical and secretarial work
- Other duties as necessary and/or assigned

Complete job descriptions available at [crestonschool.com](http://crestonschool.com) - School Board | Board Policies | Personnel

### Minimum Qualifications:

- Three years experience in accounting, economics, or finance or related field; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Proficiently operate standard office equipment, ability to understand, apply and use personal computers & software applications (e.g. Microsoft applications, Google Drive, etc.) and accounting software (Black Mountain) advantageous.
- Ability to work independently, effectively manage time and responsibilities with minimal supervision.

### Pre-employment requirements:

- Successful applicant must pass a criminal background check.

### Equal Opportunity Employer

Creston School District provides all people equal opportunity for employment without regard to race, religion, gender, age, national origin, disability, or marital status.

### To Apply:

Send completed application (available at [crestonschool.com](http://crestonschool.com)), letter of interest, resume, three references, and college transcript, if applicable or other certifications to:

Rachel Stevens – Principal

Creston Elementary School, 4495 Highway 35, Kalispell, MT 59901

[rstevens@creston.k12.mt.us](mailto:rstevens@creston.k12.mt.us)