

Lone Rock Elementary District #13

1112 Three Mile Creek Road
Stevensville, MT 59870

406-777-3314, Office
406-777-2770, Fax



March 14, 2025

Business Manager/District Clerk - Position Announcement

SALARY RANGE:

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

POSTING DATE:

3/19/25 Open Until Filled

START DATE:

7/1/2025 Current Business Manager is retiring. The district will offer mentorship as needed for a new business manager.

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 a related educational leadership field or combination of training and/or experience that could likely provide the desired knowledge and abilities, three or more years of progressively responsible leadership experience in and/or familiarity with Montana 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: 260-day year-round contract.
2. Position qualifies for insurance, sick/vacation leave, and retirement benefits.

Application Materials Needed:

1. **Submit a letter of interest in the position, to Robert DoBell.**
2. District classified application: <https://www.lonerockschool.org/district-information/employment>
3. Submit a letter of interest for the position to Superintendent/Principal: Robert DoBell
4. Resume
5. Unofficial Transcripts
6. 3 Letters of Recommendation

****Please send all application materials to Superintendent, Robert DoBell:**

Contact Information:

Robert DoBell, Superintendent

Phone: 406-777-3314

Email: rdobell@lonerockschool.org

1112 Three Mile Creek Rd.

Stevensville, Montana 59870

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

BUSINESS MANAGER/DISTRICT CLERK

REPORTS TO: Superintendent and Board of Trustees
POSITION CLASSIFICATION: Full Time, year-round, approximately 40 hours per week
CONTRACT DAYS: 260 contract days

FLSA Designation: Exempt Salaried

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

BUSINESS MANAGER

ESSENTIAL FUNCTIONS:

Serve as chief fiscal officer of the District - Responsible for the financial accounting of the general operation of the district, including buildings and grounds, special services, transportation, school food service, data processing, federal programs, purchasing, collective bargaining, adult education, cost analysis, labor relations, building projects, inventory control, and bonding requirements.

Keep up-to-date with current employment laws, rules and regulations as set forth by State and Federal standards

Knowledgeable in current requirements of the Office of Public Instruction and the County School Superintendent's Office.

Inform the superintendent and/or Board of Trustees of the business operations of the District.

Maintain records of fixed assets of the district as set forth by the Board of Trustees.

Assist with site and/or building acquisition and sales and disposal of property, administering rentals, leases, assessments, and taxes according to state laws.

Responsible for the custody of permanent financial records and other legal papers.

Assist the Superintendent with the budget development process with the needs of the district as determined by the Board of Trustees. This includes long term fiscal planning, receipt estimation, budget control, and fiscal relations with other governmental agencies.

Administer existing school budgets according to state law and school district policy.

Execute all functions of the district's business operations and administration within the legal framework of all applicable legal statutes and requirements of the State of Montana and the Board of Trustees.

Contribute to the board meeting agenda for regular and special board meetings, meet as needed with Board Committees, advise the Superintendent and Board of Trustees in all matters that will ascertain that the District and its agents act in accordance with contracts entered into by the District, and assist the Superintendent to keep the Board of Trustees informed of all state and federal regulations under which the District is legally bound.

Maintain strict accounting for the:

- General Fund
- Reserve/Endowment and Trust Funds Building Funds
- Internal Accounts (Food Services, Traffic Ed)
- Student Activity Funds
- Voucher and Payroll Processing and Clearing
- Compensated Absences Fund
- Special Funds (Flexibility, Technology)
- Cost Accounting
- Transportation and Bus Depreciation Funds
- Retirement Fund
- Tuition Fund
- Adult Education Fund
- Miscellaneous Federal Program Funds

Manage the debt service and capital funds in terms of:

- Long and short-term financing
- Maturities and debt payments
- Long-range capital programs
- Investments
- Reporting
- Debt service payment procedures
- Local bonding credit data-bond prospectus
- Short-term debt management

Establish pre-audit and post-audit procedures.

Aide the Superintendent and Board of Trustees in personnel management regarding hiring laws and regulations, sick leave, vacation leave, personal leave, bereavement leave, parental leave, association leave, school related leave, civic duty leaves, legislative leave, extended leave, sabbatical leave, and leaves of absence, and insurance coverage provided.

Assist with insurance matters in respect to: District Insuring policies and specifications, insurable values-buildings and contents, coverage provided, claims and reporting, insurance procurement procedures, and insurance and claims records.

Provide a continuous program of cost analysis.

Plan for legal advertising.

Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports.

Cooperate in state and national surveys and encouraged to participate in professional business organizations, including MASBO.

Function as the Election Administrator for all District elections, including the annual trustee election, levy elections, bond elections, building elections and other special elections.

Must be able to maintain confidentiality.

Assigns and distributes fiscal responsibilities, in consultation with the superintendent.

Creates and applies fiscal controls and procedures.

Establishes procedures necessary for budgetary controls.

Perform other such duties as may be required by the Superintendent or Board of Trustees.

SCHOOL DISTRICT CLERK

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.

ESSENTIAL FUNCTIONS:

Attend all meetings of the Trustees and keep an accurate and permanent record of the proceedings of each meeting. (MCA 20-3-325)

- If the Clerk is not present at a meeting, the Trustees shall have one of its members or a district employee function as Clerk for such meeting, and such person shall supply the Clerk with a certified copy of the proceedings. (MCA 20-3-325)

Advise the board on financial and operational constraints as outlined by law; assist the board in ensuring all district policies comply with local, state, and federal laws.

Serve as a member of the administrative team, working closely with the district superintendent and other staff to align the educational goals and financial stability of the district.

Act as the custodian of all documents, records, and reports of the district, (MCA 20-3-325), including but not limited to personnel files, student records, financial records, property records, and minutes and maintain accurate and detailed accounting records of all financial transactions of the district.

Serve as a liaison during any financial and labor audits as required.

Unless the Trustees provide otherwise, the Clerk shall:

- Keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of Title 20-3-325, and
- Prepare the annual trustees' financial report; to report annually to the County Superintendent as required, the financial activities of each fund maintained by the district during the last completed school fiscal year on the forms prescribed and furnished by the State Superintendent of Public Instruction. (MCA 20-3-325)

Responsible for drawing and countersigning all warrants for expenditures.

Direct the preparation, advertisement, and dissemination of bid documents.

Responsible for the preparation of all notices for School Board meetings and elections and responsible for preparation of Board packets.

Direct the preparation and dissemination of payroll.

Must be able to maintain confidentiality.

Only minimum duties are listed. Other functions may be required as given or assigned.

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.
- Proficiency with standard office equipment and software.

- Ability to compile complete and accurate Minutes.
- Strong leadership and communication skills.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to work independently, and effectively manage time and responsibilities with minimal supervision.
- Strong problem-solving skills, attention to detail, and excellent multi-tasking abilities.
- Montana Notary Public Commission or ability to obtain commission.

EQUIPMENT USED:

A variety of electronic and technology devices, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee constantly works around others, works with the public, and works inside. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.