

The Red Lodge School District has an opening for Business Manager/District Clerk. This is a management position and we recommend a Bachelor's Degree in Accounting or related field, or commensurate experience specifically as a School Business Manager. Salary will be dependent upon experience and education. Must have excellent computer skills, ability to run accounting and payroll software, and a good understanding of HR practices in the public sector. Must be a self-starter, be highly motivated with excellent organizational, verbal and written communication skills.

The Business Manager/District Clerk job is located in the district administrative offices. The person in this position works closely with the Superintendent.

### **Red Lodge School District**

The current enrollment of the Red Lodge School District is around 500 students. Enrollment fluctuates, but is generally in the area of 500 students. We recently completed a new high school, and renovated the old high school into a middle school.

Red Lodge School District is proud of the achievements of its students in both academics and athletics. Faculty and staff alike strive to make our school a place where the student is truly first in importance. For a glimpse into RLPS life, check out our website at [www.redlodge.k12.mt.us](http://www.redlodge.k12.mt.us).

### **Red Lodge**

Located at the bottom of the Beartooth Pass and the Beartooth Mountains, Red Lodge is a quaint little town only a short distance from Yellowstone Park. Red Lodge's unique blend of residents make it an active and exciting community. We have an outstanding golf course, ski course, schools, and community. Red Lodge's close proximity to Billings (Montana's largest city) provides the convenience of shopping, medical facilities, cultural events, and other services not available in other rural communities.

A formal job description is located on the application website.

Please complete the Authorization of Release Information form at

<https://www.redlodge.k12.mt.us/page/employment>

Please complete your application at

<https://redlodge.tedk12.com/Hire/index.aspx>