**Job Title:** Clerk/Business Manager **Location:** Townsend School District

**Position Overview:** The Clerk and Business Manager is responsible for overseeing the financial operations of the school district, ensuring compliance with regulations, and supporting administrative functions. This position requires strong organizational, financial management, and communication skills.

Competitive salary and benefits are available depending on experience ranging from $50,000-$65,000.

Full job description and application details available upon request or at [www.townsend.k12.mt.us](http://www.townsend.k12.mt.us)

**Please submit resumes and documentation by January 17, 2025**

**Contact:**

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