

**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.**

**Key Responsibilities:**

- **Financial Management:**
  - Prepare and manage the district budget, including forecasts and financial reports.
  - Monitor expenditures and revenues, ensuring alignment with the budget.
  - Oversee payroll processing and employee benefits administration.
  - Ensure compliance with state and federal financial regulations.
- **Administrative Support:**
  - Maintain official school district records, including meeting minutes and policy documents.
  - Assist in the preparation of board meeting agendas and materials.
  - Coordinate communication between the district office, schools, and the community.
- **Human Resources:**
  - Support recruitment and hiring processes for district staff.
  - Maintain employee records and ensure compliance with employment laws.
- **Policy Development:**
  - Assist in the development and implementation of district policies and procedures.
  - Ensure that policies are updated according to legal and regulatory changes.
- **Community Relations:**
  - Serve as a liaison between the school district and various stakeholders.
  - Respond to inquiries from parents, community members, and staff regarding district operations.
  - Work with the Broadwater County Treasurers and County Superintendent on fiscal management and banking in a productive and proactive manner.

**Essential Duties:**

- Attend all meetings of the Board of Trustees, unless excused by the chairperson.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.
- Responsible for keeping accurate and detailed accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures.
- Responsible for the preparation of all notices for School Board meetings and elections.
- Responsible for preparing and submitting financial reports to the superintendent and the Board as requested.
- Responsible for preparation of Board packets.
- Processes all authorized invoices.
- Maintains records of paid/unpaid invoices and purchase orders.

- Assists in budget preparation and with audits.
- Processes payroll data for all School District employees and prepares payroll checks for distribution.
- Maintains up-to-date files of all payroll information.
- Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.
- Responsible for communicating with governmental agencies, labor organizations, TRS, and PERS to provide
- information.
- Only minimum duties are listed. Other functions may be required as given or assigned.

**Minimum Qualifications:**

- Experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Communicate effectively with students, public, and staff.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

**Highly qualified:**

- Bachelor's degree in Business Administration, Finance, Education Administration, or a related field.
- Proven experience in school finance, accounting, or administration.
- Strong knowledge of budgeting, accounting principles, and financial regulations.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.

**Skills:**

- Proficiency in financial software such as Black Mountain, and Microsoft Office Suite.
- Ability to work collaboratively with diverse groups.
- Strong problem-solving skills and attention to detail.

**Work Environment:**

The position is primarily office-based within the school district and is a year-round full-time position.

**Application Process:**

Interested candidates should submit a district application, resume, cover letter, and three professional references by November 11, 2024.

<https://www.townsend.k12.mt.us/documents/employment/286407>

[www.townsend.k12.mt.us](http://www.townsend.k12.mt.us)

**Contact:**

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