

CRESTON ELEMENTARY SCHOOL DISTRICT #9

Position: District Clerk & Business/Office Manager

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

Days: 210 to 230 days (negotiable).

Salary: \$30,000 - \$36,000/yr DOE; benefit in lieu of insurance available

Closing Date: open until filled

Training to be 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

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, working knowledge of Excel, Word; 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), 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

General Application Form - Creston School District #9
(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

Name: _____
(First, Middle Initial, Last)

Address: _____ Home Phone: _____
_____ Cell Phone: _____

Position Applied for: _____

Date Available for Employment: _____

RESUME

Please list your former places of work over the last three to five years or attach a resume to this application

Company: _____ Phone: _____

Address: _____

From: ____ To: ____ Job Title: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____

From: ____ To: ____ Job Title: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____

From: ____ To: ____ Job Title: _____

Reason for Leaving: _____

Do you wish to be notified before we contact your current or previous employer? Y N

(If more space is required, please insert a blank sheet of paper and continue with dates and places of employment.)

EDUCATIONAL BACKGROUND:

High School: _____
Name/location

From: ____ To: ____ Did you graduate? Y N

EDUCATIONAL BACKGROUND Continued ...:

Post-High School: (Institutions of higher education attended, dates, special training or trade schools attended, and any degrees or certification earned)

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Name: _____ **Phone:** _____

Company: _____ **Relationship:** _____

Name: _____ **Phone:** _____

Company: _____ **Relationship:** _____

Name: _____ **Phone:** _____

Company: _____ **Relationship:** _____

PERSONAL DATA

Special Skills and Interests: _____

Are you legally authorized to work in the United States of America? _____

Are you requesting Veteran's Preference? _____ (If YES, please provide documentation.)

Do you have any criminal convictions? _____

If yes, explain: _____

DISCLAIMER AND SIGNATURE:

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that the omission or misrepresentation of material fact may result in refusal of or separation from employment:

Signature: _____ **Date:** _____

BUSINESS/OFFICE MANAGER

Creston School District #9

REPORTS TO: Principal

FLSA Designation: Exempt

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.

ESSENTIAL FUNCTIONS:

Assists with the daily operations of the District.

In consultation with the principal:

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

Assigns and distributes fiscal responsibilities

Creates and applies fiscal controls and procedures.

Assists in development of the budget.

Establishes procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

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

Directs the preparation and dissemination of payroll.

Responsible for all financial procedures and records.

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information

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

DESIRED 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.
- Knowledge of finance and budgeting principles.
- 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 effectively manage time and responsibilities.

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.

Board approved: November 10, 2022

1 **Creston District #9**

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3 **DISTRICT CLERK**

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Page 1 of 2

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5 **REPORTS TO:** Board of Trustees

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7 **FLSA Designation:** Exempt

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10 **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

11
12 It is the expectation of the District that each staff member will: (1) put the safety, health and
13 well-being of students at the forefront of all actions, job responsibilities and decisions, and (2)
14 undertake all duties in alignment with the District's Strategic Plan.

15
16 **ESSENTIAL FUNCTIONS:**

17 Attend all meetings of the Board of Trustees, unless excused by the chairperson.

18 Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.

19 Acts as custodian of all records and documents of the District, including but not limited to
20 personnel files, student records, financial records, property records, and minutes.

21 Responsible for keeping accurate and detailed accounts of all receipts and disbursements.

22 Responsible for drawing and countersigning all warrants for expenditures.

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

24 Responsible for preparing and submitting financial reports to the superintendent and the Board as
25 requested.

26 Responsible for preparation of Board packets.

27 Processes all authorized invoices.

28 Maintains records of paid/unpaid invoices and purchase orders.

29 Assists in budget preparation and with audits.

30 Processes payroll data for all School District employees and prepares payroll checks for
31 distribution.

32 Maintains up-to-date files of all payroll information.

33 Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.

34 Responsible for communicating with governmental agencies, labor organizations, TRS, and
35 PERS to provide information.

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

37 **DESIRED MINIMUM QUALIFICATIONS:**

38 One year experience in typing and general clerical work; high school diploma or equivalent; or
39 any combination of training and/or experience that could likely provide the desired knowledge
40 and abilities.

41 Basic arithmetic, filing, and record-keeping procedures.

42 Proficiently operate standard office equipment, including copier, computer terminal, word
43 processor, etc.

- 1 Communicate effectively with students, public, and staff.
- 2
- 3 Communicate effectively with students, public, and staff.
- 4 Compile and maintain accurate and complete records and reports.
- 5 Understand and carry out oral and written instructions.
- 6 Maintain cooperative working relationships with those contacted in the course of work.
- 7 Type at a net corrected speed of 50 words per minute.
- 8 Ability to handle stressful situations.
- 9 Ability to maintain confidentiality of employment and student matters.
- 10 Ability to effectively manage time and responsibilities.

11 **EQUIPMENT USED:**

12 A variety of electronic and technology devices,, copier, telephone/voice mail, fax.

13 **WORK ENVIRONMENT:**

14 While performing the duties of this job, the employee regularly works inside. The employee
15 must be able to meet deadlines with severe time constraints.

16 The noise level in the work environment is usually moderate.

17 **PHYSICAL DEMANDS:**

18 While performing the duties of this job, the employee is frequently required to sit; occasionally
19 walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job
20 include close vision, distance vision, depth perception, and the ability to adjust focus. The
21 employee is required to be able to hear conversations in quiet environments. May be required to
22 lift or move up to 20 pounds.

23 **MENTAL/MOTOR DEMANDS:**

24 While performing the duties of this job, the employee often performs routine work. The
25 employee frequently exercises flexibility (ability to shift from one task to another). Guidance
26 and reinforcement are usually available. The employee frequently works within time constraints
27 and maintains attentiveness intensity. The employee is frequently involved in social interactions
28 which require oral and written communications.

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

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

36 **Policy History:**

37 Approved on: 10 October 2018

38 Reviewed on:

39 Revised on: 10 November 2022

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