

CRESTON ELEMENTARY SCHOOL DISTRICT #9

Open Position:

District Clerk & Business/Office Manager

Date Posted: 1/3/2025

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

Days: 210 to 220 days (negotiable)

Salary: \$37,000 - \$42,000/yr DOE

Benefits: Annual leave, sick leave, Montana Public Employees Retirement, \$650/month benefit in lieu of insurance available

Closing Date: 1/31/2025, training to be provided

Start Date: 4/1/2025 (negotiable)

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

Complete job descriptions available at crestonschool.com - School Board | Board Policies | Personnel

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, ability to understand, apply and use personal computers & software applications (e.g. Microsoft applications, Google Drive, etc.) 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