

## **ANNOUNCEMENT OF VACANCY – Administration**

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Position Title:	Business Manager/District Clerk
Department:	Central Administration
Reports To:	Superintendent
Responsible To:	Board of Trustees

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**SUMMARY:** Business Manager for the School District and Clerk to the Board of Trustees. The business manager/district clerk is the chief financial officer and is directly responsible for the business office. The business manager/district clerk's goal is to ensure that the school district derives maximum educational dividends from prudent expenditure of school dollars and follows established state laws of regulation.

**EVALUATION:** The superintendent will evaluate performance of this job annually

**DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Performs all district clerk tasks as outlined by School Laws of Montana and Board of Trustees;
- Attends all meetings of the trustees and provides for an accurate and permanent record of all proceedings at each meeting;
- Keeps an accurate and detailed accounting record of all receipts and disbursements of district funds in accordance with district-approved accounting procedures;
- Prepares the annual trustees' report as directed by the board;
- Designs, maintains and supervises an effective system of filing and securing all documents, records and reports of the board;
- Directs, monitors and supervises financial and related activities in all trustee, general and special levy elections;
- Annually prepares financial records and accounts for examination by district-selected auditor (includes pre-audit and post-audit procedures);
- Supervises direct appropriations of budgeted funds and administers existing budgets according to state law and district policy;
- Supervises issuance of all warrants drawn against district funds as approved by the board;
- Develops proposed school system budgets in cooperation with the superintendent and budget unit managers;
- Conduct long-term fiscal planning, receipt estimation, budget control and fiscal relations with other governmental units;
- Prepares all state reports and claims as required by law and/or requested by the trustees;
- Maintains strict accounting for the general fund, capital reserve funds, trust funds, construction funds, internal accounts, student activity funds, enterprise funds, voucher and payroll responsibilities, government tax and pension accounting, special and trust funds, transportation fund, retirement fund, tuition fund, and special government grants and supportive projects;
- Supervises and manages the debt service and capital funds in terms of long and short term financing, maturities and debt payments, long range capital programs, investments, and short –term management;
- Plans, directs and supervises the district's capital fixed assets and non-capital assets and provides effective, efficient inventory control system;
- Responsible for supervision, planning and development of the district insurance risk management program. This responsibility includes managing insurance matters in respect to ensuring policies, insurable values, coverage to be provided, claims reporting, procurement procedures, claims records, distribution of insurance to companies, agents and broker;
- Supervises and directs the financial reporting control of investments of all available district funds to insure maximum benefit for the district;

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- Supervises and directs activities of all business office personnel directly assigned by the superintendent;
- Provides personnel management data to the superintendent as requested to include tenure status, sick leave records, contracted salaries, retirement and deduction data, earning records, withholding tax and group insurance data, social security, TIR, tax sheltered annuities, flex plan, substitute and part-time employees;
- Responsible for posting all notices of legal actions of the district;
- Provides the superintendent and board with materials, records, reports and research pertaining to the business operation as requested;
- Acts as an advisor to the superintendent and trustees on improvements and data processing appropriate to meet the needs of the district;
- Assists with negotiations of contracts, administration of all negotiated contracts, administration of personnel and regulation under direction of the superintendent of schools;
- Responsible for evaluation of all business office personnel and support administrative personnel assigned by the superintendent in accordance with district policy and procedures;
- Professional development – Attend workshops to keep current with audit changes, accounting changes, federal laws, Montana school laws, etc.
- Performs such other tasks and assumes such other responsibilities as the superintendent may assign.

#### **EDUCATION and/or EXPERIENCE:**

- Working knowledge of computer payroll; spreadsheets and database;
- Accounting experience preferred;
- Bondable;
- Able to meet and deal effectively with people;
- Ability to supervise and manage staff.

#### **OTHER SKILLS and ABILITIES:**

Ability to perform duties with awareness of all district requirements and Board policies.

**SALARY:** \$80,000 + (DOE)

**DEADLINE:** Application, credentials, and transcripts will be accepted immediately.  
The vacancy will close when a suitable candidate is hired.

**TO APPLY:** For an [application](#) and further information, please email, write, call, or visit the [district website](#).

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