

Black Butte School District #41 Job Announcement

Position: District Clerk/Business Manager

Reports To: District Administrator

FLSA Status: Exempt

Job Purpose Statement:

The District Clerk/ Business Manager is committed to the pursuit of excellence by demonstrating a willingness to speak honestly, listen openly, and work collaboratively as a member of the Black Butte School District community. The person in this position stewards the short- and long-term financial operations of the District in collaboration with the District Administrator and the Black Butte School Board of Directors. The District Clerk/Business Manager demonstrates personal and professional honesty and integrity in all aspects of their work at Black Butte School District.

Required Education and Experience:

1. Bachelor's degree in a relevant field or equivalent experience
2. School accounting, business accounting, public administration, or other equivalent work experience

Required Skills and Dispositions:

Demonstrated skills in using technology and computer-based software; i.e., email, word processing, accounting software, Google products, and Microsoft Office Suite; researching information sources and writing reports; money and/or grant management, financial analysis, and budgeting. Collaborative team player with co-workers and supervisor. Strong communication, interpersonal, leadership, and problem-solving skills.

Ability and willingness to learn and implement all necessary processes for the smooth functioning of the business office; work independently and as part of a collaborative team; maintain a well-organized office; and maintain confidentiality in all District affairs. Candidate must be able and willing to perform responsibilities on site.

Terms of Employment

- Salary- Hourly rate based on years of experience
- Hours- 30 hours per week
- Timeline- Open until filled, position starts as soon as possible
- Evaluation- Mid-term and end-of-year performance evaluations conducted by District Administrator

Application:

The following information is required for candidates to be considered for this position:

- Black Butte School District Application
- Letter of Interest
- Current Resume
- Three (3) Letters of Recommendation

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A detailed background on the Black Butte School District as well as a full job description is available on our website at www.blackbutte.k12.or.us.

Any questions can be directed to:

Black Butte School District

P.O. Box 150, Camp Sherman, OR 97730

[541.595.6203](tel:541.595.6203) or kanglea@blackbutte.k12.or.us

Closing date: Open until filled.

Veterans Preference.

Black Butte School District is an equal opportunity employer. Black Butte School District employs men and women in both traditional and non-traditional jobs and is committed to ensure there is not discrimination against any person based on race, color, gender, sexual orientation, religion, national origin, physical or mental disability, marital status or age except in positions where a bona fide occupational qualification exists.