

## Shepherd School District #37

7842 Shepherd Rd

Shepherd, MT 59079

Shepherd School District #37 does not discriminate on the basis of race, religion, gender, age, national origin, disability or marital status.

# Student Activities Accountant/Assistant Clerk

## Job Requirements:

- Business Degree OR 2-3 years of business/accounting/banking/payroll and/or school finance experience
- Comfortable with and proficient with technology
- Proficient in all Microsoft programs, especially Excel
- Public Notary (current or able to obtain)
- Obtain training and certificate to perform background checks through the Dept. of Justice
- Pass required background check

## Job Description:

- Manages and balances all funds in the Student Activities accounts
- Prepares and is responsible for the student activities account information for the district's annual audit
- Maintains a system of internal control for all student activities funds
- Works directly with the athletic director, advisors, and coaches for use of activities funds/fundraising
- Works with Clerk/Business Manager on necessary duties, for example: paying district invoices and monthly payroll
- Works with and assists district employees with various items, such as insurance, benefits, and payroll
- Publish job openings for district and communicate with applicants
- Communicate with new employees on required paperwork
- Publishes and posts all legal notices of upcoming board meetings
- Performs background checks on new employees
- Works confidentially
- Must be willing to attend trainings to meet state and federal deadlines
- Any other duties as assigned by the Board of Trustees or Superintendent

## How to Apply:

To apply for this position, please fill out the [Shepherd School Classified Application](#). With your application, please provide a letter of interest and your resume. The application, along with the supporting documents, can be emailed to Charly at [c-bermes@shepherd.k12.mt.us](mailto:c-bermes@shepherd.k12.mt.us) or they can be mailed to Shepherd School, PO Box 8, Shepherd, MT 59079.

