

Browning Public Schools

Clerk/Finance Director Position Profile



BROWNING PUBLIC SCHOOLS
Inspire, Achieve, Graduate

MISSION

Browning Public Schools works with all stakeholders - families, students, staff, trustees and community - to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

INVITATION TO APPLY

This search is being conducted by:



Develop the full potential of each child through school board leadership.

Application packages must be complete and accurate. Failure to do so may constitute denial of employment consideration. In order to be fully considered, application materials must be submitted by the application deadline.

 mtsba.org/currentsuptopenings  ksmerker@mtsba.org  (406) 442-2180

The School District



VISION

Browning Public Schools is a safe environment that teachers personal and community wellness and provides support and strategies for overcoming adversity.

In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.

We model hard work and personal accountability through humility and dedication - demonstrating that these values are the responsibility of all.

We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.



The Community

Sitting on the rolling foothills just east of Glacier National Park, Browning is the largest community on the Blackfeet Indian Reservation.

Each summer, Browning hosts North American Indian Days—one of the largest gatherings of U.S. and Canadian tribes. The celebration includes dancing, traditional games, a pow wow, Indian relay and rodeo.

Learn more about the Blackfeet Tribe by visiting the Museum of the Plains Indian and nearby shops and galleries.



Application Requirements

Job Title: Clerk/Finance Director of Browning Public Schools

Salary Range: \$65,000 - \$80,000
**Salary will be dependent on experience, education and fit for the District.*

Closing Date: Wednesday, September 30, 2020, at 4:00 p.m., MST

Minimum Qualifications

- Bachelor's degree with a major in business, accounting, finance, or related field.

Preferred Qualifications

- Certified Public Accountant Certification
- Previous experience as a District Clerk/Business Manager is desirable.
- Applicant should have a strong background in local government finance and budgeting.
- Have advanced accounting experience.

Knowledge, Skills and Abilities

- Supervision of accounting; purchasing; budget development and execution; contract oversight; management of property and casualty insurance; supervision of accounting for extracurricular supervision of support services to include copying, phone, and utility services; and other business of the District.
- Demonstrate professional office skills.
- Exceptional multi-tasking and organizational skills.
- Proficient computer/keyboarding and technology skills, including knowledge of computer data entry and Microsoft applications, and experience with payroll related computer applications.
- Knowledge and experience working with Black Mountain accounting software.
- Awareness of Montana School Law.
- Practice confidentiality.
- Excellent communication and interpersonal relation skills with the Board of Trustees, staff, students and the public.
- Demonstrate attention to detail and efficient/effective use of time and must be a self-starter.

The following application material must be submitted to be considered:

1. [Completed MTSBA application form \(mtsba.org\)](https://www.mtsba.org) and signed release.
2. Letter of application.
3. Resume.
4. A minimum of three (3) letters of professional reference.

Submit completed application packet ELECTRONICALLY to: Karla Smerker (see contact information below).

