



Wolf Creek District Clerk and Business Manager Ad

Wolf Creek Elementary School District, located in Wolf Creek, Montana, is currently accepting applications for the position of part-time District Business Manager and Clerk. The qualifications for this role include:

- Proficiency in fund accounting and reporting, payroll processes, budget management, and claims administration, as well as computer literacy.
- Strong communication skills to engage with staff and the community, manage facility projects, facilitate community use of the school, attend and compile minutes for monthly board meetings, and effectively manage time and tasks alongside staff.

All candidates must successfully pass a background check. A detailed job description is available upon request. Salary will be determined based on qualifications (DOQ).

Submit letter of interest and current resume to wadmin@wolfcreek.k12.mt.us