

CLARKE CSD

SCHOOL BUSINESS MANAGER SEARCH



PREPARING STUDENTS TO MEET THE CHALLENGES OF THE 21ST CENTURY

ABOUT CLARKE CSD:

We are a family.

A family will **Trust** one another.

A family will **Respect** other's beliefs and opinions.

A family will exhibit **Integrity** to do what is right even when no one is watching and will portray **Independence** with their own actions.

A family will be **Brave** to factors that challenge them and **Benevolent** to those with whom they come into contact.

A family will stay **Engaged** with one another and all that they do.

A family sticks together, supports one another, and places others above self whenever possible and overall shows PRIDE in all they do. ONETRIBE is our Mantra that solidifies our school system into a single living entity.

We are CLARKE CSD - #ONETRIBE!

ABOUT THIS ROLE:

The board employs the School Business Official to serve as the Chief Financial Officer of the board. The School Business Official accounts for all district finances, assists the Superintendent in the budgeting process, and maintains accurate record of board business as Board Secretary.

REQUIRED QUALIFICATIONS:

- The successful candidate must obtain and maintain an Iowa School Business Official (SBO) authorization through the Iowa Board of Educational Examiners.
- Applicants must have a minimum of an Associate's Degree in business or accounting or 60 semester hours in coursework in business or accounting in which nine (9) hours must be in accounting

SKILLS AND ABILITIES REQUIRED:

- Willingness to serve as board secretary
- Excellent verbal and written communication skills.
- Able to explain complicated financial concepts.
- Demonstrates strong organizational skills.

HIRING TIMELINE:

April 8-28: Application Period
Week of May 6: Formal interviews



APPLY HERE!



DISTRICT WEBSITE



APRIL 28, 2024

Salary Range
\$75,000-85,000