



JULESBURG SCHOOL DISTRICT RE-1
102 West Sixth Street
Julesburg, Colorado 80737
970-474-3365

VACANCY NOTICE:

Position Available: School District Business Manager

The Julesburg School District is accepting applications from candidates that are seeking to fill the District Business Manager position. Preferred applicants will hold a bachelor's degree in business with an emphasis in accounting or have current work experience/responsibilities that include accounting/budgeting/payroll and human resource coordination. The District Business Manager is responsible for the daily accounting of A/P, receipts and deposits; all aspects of human resource coordination; state and federal grants management; financial preparation for the annual budget and fiscal audit; prepare and submit numerous required state data reports. Good verbal and written communication skills are a must for this position, along with the ability to demonstrate professionalism and maintain confidentiality. This position requires extensive background, knowledge and experience working with computers, various software applications, uploading/downloading web based reports, creating pdf, excel and word documents.

This is a year round (12 month) position with full benefits to include: health insurance, personal leave and vacation leave, along with PERA retirement. Salary will be commensurate with qualifications, education and experience.

Interested individuals should complete and submit application materials to Shawn Ehnes, Superintendent. A complete application package includes: cover letter, completed application form, resume, copy of all academic transcripts and 3 recent letters of recommendation from current and previous (within the last 3 years) employers/supervisors. Incomplete applications and resumes received in lieu of the complete application package requirements will not be considered. Upon completion, **ALL** required application package documents must be scanned into a **SINGLE** pdf file and submitted electronically via e-mail to ehnes@julesburg.org

To download an application form go to www.julesburg.org, hover over the employment tab, scroll down to the business manager application, click on the application to download.

Application deadline is February 28th, 2018. The official start date of employment is June 1st, 2018.

The Julesburg School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability in admission or access to, or treatment of employment in its educational programs or activities. Inquiries concerning Title VII, Title IX Section 504 and ADA may be referred to the Director of Human Resources JSD; 102 W. 6th Street; Julesburg, Colorado 80737; 970-474-3365, or the Office for Civil Rights, U. S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-5695.