SCHOOL BUSINESS OFFICIAL/BOARD SECRETARY

HLV Community School District
402 5th St
Victor, IA 52347

The HLV Community School District (located in Victor, Iowa) is accepting applications for the position of School Business Official/Board Secretary. Position will require to be shared with BGM Community School District, (located in Brooklyn, IA).

The SBO serves as the chief financial officer of the school district under the direction of the Superintendent of Schools. The SBO is responsible for the district’s business and financial functions and other duties assigned by the Superintendent of Schools. The SBO also serves as the Board Secretary and Treasurer.

This is a 12 month position. Duties include, but are not limited to: accounts payable, accounts receivable, payroll, monthly financial reporting, state and federal reporting, human resource functions, budget and annual audit.

Qualifications-

A bachelor’s degree in accounting, finance, business, or related area is preferred. Additional consideration will be given to applicants with prior experience in school business, government accounting, or a related field, and with a strong accounting/finance background. Additional and ongoing training/professional development through organizations such as Iowa Association of School Business Officials will be supported and paid for by the District.

Candidates must have (or be eligible to obtain) licensure as a School Business Official. If not currently licensed as such with the Iowa Board of Educational Examiners, minimum qualifications for obtaining licensure include the following:

*Initial (2-year license) Associates degree in business or accounting (which includes 9 hours of accounting OR 60 semester hours of coursework in business or accounting).

*Temporary Initial (1-year license) Associates degree in business or accounting OR 60 semester hours of coursework in business or accounting.

To Apply:

See TeachIowa OR

Submit resume, transcripts, and cover letter to Lori McClenathan, Business Manager
lmcclenathan@hlv.k12.ia.us