

**LOWER KUSKOKWIM SCHOOL DISTRICT  
P.O. BOX 305  
BETHEL, AK 99559  
PHONE: 543-4886, FAX: 543-4900**

**IN/OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED**

**POSITION: BUSINESS MANAGER**

**DEPARTMENT/SITE: BUSINESS OFFICE-DISTRICT OFFICE**

Qualifications:

Bachelor's degree in business administration, economics, accounting, public administration of education preferred.

Experience in education finances preferred.

A minimum of five years' experience in financial management.

Proven and successful supervisory experience in dealing with, and a demonstrated understanding of, public agencies, with emphasis on their internal operations, policies, and procedures.

Proven and successful experience with computerized accounting and payroll systems.

Ability to work and live in a cross cultural, rural Alaskan environment.

Must pass a criminal background check.

Terms of Employment Permanent, 40 hours/week, 258 days/year

Salary

DOE

**Closing Date**

**Open Until Filled**

**To apply for an in-district position, you must be a permanent employee in the same classification as the posted position.**

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, AK 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at [www.lksd.org](http://www.lksd.org). The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

**If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00 pm on the closing date.**