

## **Lapwai School District # 341**

The Lapwai School District is accepting applications for a pool of candidates for

### **Business Manager**

#### **Qualifications:**

- High school diploma and post high school training in business, accounting, or secretarial skills.
- Knowledgeable with computers (word processing, data bases, spread sheets, reports).
- Previous school district office experience preferred.
- A strong background in budgeting.
- Demonstrated ability to maintain open and confidential communication with Board members, district staff, and the public.
- Demonstrated ability to maintain accurate and precise records according to district policy and Idaho law.

Salary Range: Based on District Salary Schedule and Candidate Experience

Application Deadline: May 28, 2010

#### **A completed application includes:**

- A formal letter of application
- A completed district application with related forms
- A current résumé
- Two letters of recommendation

To request an application, call 208-843-2622, ext. 204; write to Lapwai School District #341, PO Box 247, Lapwai, ID 83540; email [gwilson@lapwai.us](mailto:gwilson@lapwai.us); or check our website at [www.lapwaischooldistrict.org](http://www.lapwaischooldistrict.org)

*Lapwai School District is an Equal Opportunity Employer*