

## **Business Manager Opportunity Shoshone Joint School District #312 Shoshone, Idaho**

Join our dedicated team in shaping the future of education in our close-knit rural community!

The Shoshone School District is seeking a highly organized and detail-oriented, **Business Manager** to lead our district's financial and operational functions. This key administrative leadership role reports to the Superintendent and supports the Board of Trustees in ensuring fiscal responsibility, compliance, and efficient operations for our schools serving students from preschool through grade 12.

**Position Start Date:** July 1, 2027 (beginning of the 2027-2028 school year)

**Training/Transition Period:** Flexible training and onboarding available during the 2026-2027 school year (part-time or shadowing opportunities to be arranged based on candidate availability and current commitments)

### **Key Responsibilities Include:**

- Oversee the development, implementation, and monitoring of the district's annual budget
- Manage all financial operations, including accounting, payroll, purchasing, accounts payable/receivable, and federal/state grant compliance
- Ensure accurate financial reporting and adherence to Idaho State Department of Education requirements, audit standards, and all applicable laws
- Coordinate risk management, insurance, and facilities/maintenance oversight
- Supervise support staff in business/HR-related functions
- Serve as a resource to the Superintendent, Board, and school principals on fiscal matters
- Prepare financial reports, projections, and recommendations for the Board

### **Preferred Qualifications:**

- Bachelor's degree in accounting, business administration, finance, or a related field
- Minimum of 3–5 years of progressive experience in K-12 education (some experience in business operations strongly preferred)
- Knowledge of Idaho school finance laws, budgeting processes, and federal programs (e.g., ESSA, IDEA) is highly desirable

- Strong analytical, communication, and leadership skills
- Proficiency with financial software/systems (experience with Idaho-specific systems a plus)
- Ability to work collaboratively in a small-district environment

**Why Shoshone School District?** Located in the heart of southern Idaho's scenic Magic Valley, Shoshone offers a supportive community, affordable living, and the chance to make a meaningful impact in a district where every role truly matters. Our schools emphasize strong academics, community involvement, and student success in a family-oriented setting.

**Compensation & Benefits:** Competitive salary commensurate with experience (based on Idaho school administrator schedules), plus excellent benefits package including health insurance, PERSI retirement, paid leave, and professional development support.

**How to Apply:** Interested candidates should submit a letter of interest, resume, three professional references, and any relevant certifications to:

Shannon Harris Business Manager (Current)

Shoshone Joint School District #312 61 E Highway 24 Shoshone, ID 83352

Phone: (208) 886-2381 ext. 419 Email: Shannon.harris@shoshonesd.org

Applications will be accepted until filled, with the first review of applicants to occur on March 13th.

Early expressions of interest are encouraged to allow for potential 2026-2027 transition planning.

The Shoshone School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.

Come help us build on our tradition of excellence—apply today for this rewarding leadership role in our community!

Visit us at: [www.shoshonesd.org](http://www.shoshonesd.org)