

**Fremont County School District #38, Arapahoe, Wyoming  
Is accepting applications for the following position:**

**Business Manager**

**Will be considered the following for District #38**

- Business Manager
- Fiscal Officer
- District Accountant

**Must be familiar with:**

- A133 standards
- Wyoming State reporting requirements
- Wyoming State accounting codes
- Current K-12 Business practices
- Federal and State Grants
- Impact Aid (experience with Impact Aid preferable)

**Will be required to:**

- Maintain the General Ledger and related accounting structures for the District
- Monitor account reconciliations
- Prepare state and federal reports before deadlines

**Reports to and supervised by:**

- Superintendent

**Qualifications:**

- Minimum of a degree in Accounting or related field
- Or, other qualifications as may be deemed appropriate

**Salary:**

- Commensurate with qualifications and experience

**Documentation required:**

- District Application
- Resume
- Strong Letter of Interest
- Three current letters of recommendation with at least one from a previous supervisor
- Copies of all college transcripts

OPEN UNTIL FILLED

For information, please contact:

Jonathan Braack M.Ed, Superintendent

Email all documentation to [jbraack@fremont38.k12.wy.us](mailto:jbraack@fremont38.k12.wy.us)

445 Little Wind River Bottom Road

Arapahoe, WY 82510

307.856.9333

NOTICE OF NON-DISCRIMINATION:

Applicants for employment are hereby notified that this school does not discriminate on the basis of race, sex, color national origin, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact the district Superintendent in his capacity as Section 504/ADA Coordinator at 445 Little Wind River Bottom Road (307) 856-9333, who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.