Business Director, Montana Digital Academy

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Type: Full-Time
Salary: $85,000.00 - $95,000.00 Annually
Posted: Today
Application Due: 02/11/2026
Category: Business and Financial Services

Business Director, Montana Digital Academy

Salary: $85,000.00 - $95,000.00 Annually
Location: Missoula Mountain Campus
Job Type: Contract Professional Full-time
Job Number: 202400572
Sector:
Department: Montana Digital Academy, University of Montana
Closing Date: 2/11/2026 11:59 PM Mountain
FLSA: Exempt
Bargaining Unit:

Description

The University of Montana invites applications for a **Business Director** for **Montana Digital Academy** (MTDA). The Business Director will supervise business operations staff and oversee the organization's financial, contractual, and personnel functions. This position is also responsible for ensuring that MTDA maintains sound, compliant financial and human resources strategies. By providing expert operational and strategic leadership, this role supports the long-term success of MTDA and helps build a sustainably resourced organization.

Examples of Duties and Responsibilities

- Provide strategic leadership and oversight for MTDA financial, business, and administrative operations.
- Direct budgeting, forecasting, financial modeling, and reporting; oversee accounting controls, accounts payable and receivable, and reconciliations in accordance with university, state, board, and grantor requirements.
- Support program directors in budget development, financial management, staffing plans, and contract development to ensure alignment with MTDA strategy and instructional needs.

- Oversee procurement and contracting activities, including RFP development, vendor negotiations, purchase orders, service contracts, and compliance monitoring.
- Supervise business operations staff; manage workflows, staffing, recruitment actions, payroll processing, and personnel records in compliance with university policies.
- Serve as MTDA liaison to University offices including Accounting, Budget, Human Resources, Payroll, Procurement, Foundation, College of Education Administration, and the Provost's Office.
- Develop and implement the strategic vision for MTDA finance and business operations; serve on the MTDA Executive Leadership and Leadership Teams.
- Monitor trends in K-12 education, higher education, finance, and business operations to inform organizational strategy and continuous improvement.

Minimum Qualifications

- Bachelor's degree in Accounting, Business Administration, Nonprofit Administration, or a related field or an equivalent combination of education and experience.
- Five (5) years of experience performing accounts payable and accounts receivable functions, including account reconciliations.
- Three (3) years of experience developing and managing budgets, preparing and analyzing financial statements, and using business information systems to manage accounting, budgeting, and/or human resource functions.
- One (1) year of experience supervising or otherwise managing employees.
- Ability to manage accounting functions in compliance with GAAP.
- Ability to establish and enforce financial and administrative controls to ensure compliance.
- Ability to develop and implement strategic and operational plans that align financial, personnel, and organizational resources.
- Ability to manage and supervise personnel, including staffing, performance management, and personnel procedures.
- Ability to negotiate contracts and coordinate resources to achieve organizational goals.
- Ability to communicate effectively in written, verbal, and virtual formats and to build productive relationships with diverse stakeholders.
- Ability to use business information systems and common software tools to support financial, administrative, and communication functions.

Preferred Qualifications

- Master's degree in Accounting, Business Administration, Nonprofit Administration, or a related field.
- Experience performing accounting, budgeting, or other financial activities for a nonprofit organization, public school district, public college or university, or government department/agency.
- Experience implementing software applications or Software as a Service (SaaS) that integrate with an organization's existing software applications.

- Strong preference for experience implementing generative artificial intelligence software or applications into business processes.
- Ability to incorporate AI technology into business processes, assess software products, and coordinate with vendors and IT professionals for planning, testing, and implementing software solutions.
- Ability to apply data security and privacy principles, ensuring compliance with COPPA, MPOPIPA, and FERPA.
- Ability to apply adult learning principles to train others and to engage with and maintain positive relationships with elected officials and government agency administrators.

Additional Information

Position is full-time, 1.0 FTE, Letter of Appointment and includes a comprehensive and competitive benefits package including insurance package, mandatory retirement plan, partial tuition waiver, and wellness program.

Screening of applications will begin after the closing date; however, applications will continue to be accepted until an adequate applicant pool has been established.

- **Letter of Interest -** addressing the stated required skills for the position
- **Detailed resume** listing education and describing work experience
- **Three (3) professional references** - Names and contact information

The University of Montana is interested in receiving applications from people who would assist the University in demonstrating its five **priorities for action:** Place student success at the center of all we do; drive excellence and innovation in teaching, learning, and research; embody the principle of "mission first, people always"; partner with place; and proudly tell the UM story.

[1] Contract Professional positions must be posted for a minimum of 30 days. No Friday or Saturday Priority Dates.

The Affiliation of the University of Montana (UM Affiliation) is an equal opportunity employer. UM Affiliation does not discriminate against any applicant on the basis of protected class status as described in UM's non-discrimination policy and any applicable law. Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Criminal Background Investigation is required prior to the offer of employment. In accordance with university regulations, finalists for this position will be subject to criminal background investigations.

References: References not listed on the application materials may be contacted; notice may be provided to the applicant. UM partners with SkillSurvey for reference checking. Applicants may receive emails from SkillSurvey to submit reference information.

Testing: Individual hiring departments withing the UM Affiliation may elect to administer pre-employment tests, which are relevant to essential job functions.

Employment Eligibility: All New Employees must be eligible and show employment eligibility verification by the first date of employment at UM and all affiliated campuses, as legally required (e.g., Form I-9). The University of Montana will require proof of authorization to work in the United States before final hiring. Further, based on the September 19, 2025, Presidential Proclamation and accompanying guidance from the USCIS and Dept. of State, the University may not be able to offer H-1B sponsorship. Particularly the University is not able to pay the $100,000 payment accompanying new H-1B visa petitions.

To apply, please visit
https://www.schooljobs.com/careers/ummissoula/jobs/5214070/business-director-montana-digital-academy

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