

Under Construction?

Garfield County School District has recently acquired an architect and CM/GC to begin the building of two new elementary schools in Tropic and Panguitch. Both new schools will provide students a great environment to thrive as they mature and prepare for their lives after they leave Garfield County Schools. Our current populations are:

9 Schools

488 Students In K-6

421 students In grades 7-12

We currently have a Fund Balance of approximately \$10 million to begin construction. If you are interested in learning and working in school finance, we have a position for you!

Come join our staff as we work to expand the opportunities for our students and prepare them for the world. Come start the rest of your life in Garfield County!

ANNOUNCEMENT OF POSITION

To All Prospective Candidates:

The Garfield County School District Board of Education is seeking qualified candidates for the position of:

Business Administrator

RESPONSIBILITIES

The Business Administrator is responsible for the coordination and management of all fiscal resources of the school district. He/She also serves as an advisor to the Superintendent and School Board on all fiscal issues. The Business Administrator has supervisory responsibilities based on the needs of the District under the supervision of the Superintendent.



Garfield County School District

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Business Administrator



Garfield County School District

145 East Center Street

Panguitch, UT 84759

Garfield County School District

Garfield County is located in south-central Utah. It is surrounded by federal ground with the bulk of properties being National Parks. In our county you



will find Capitol Reef National Park to the NE, Glen Canyon National Recreation Area and the Colorado River to the East, Bears Ears National Monument to the SE, Escalante Grand Staircase National Mon-

ument and Bryce Canyon National Park to the south, Cedar Breaks National Monument and Zion National Park to the SW, with the remaining borders being occupied by

the BLM and Dixie National Forest. There is no location in the world with this offering of access to the wonders of the world. Our district maintains 9 small schools located through-



out the western half of the county. The eastern half is basically uninhabited and contains vast amounts of federal lands. The greatest distance between

schools and the district office is 88 miles. The county population is approximately 5069 people and the size of Garfield County is about 5,158 square miles or 3,300,000



acres, roughly 1 square mile per person or 650 acres per person. Garfield County is the same size as the state of Connecticut.

DEADLINES

All applications and other materials must arrive at the Garfield County School District Office at 145 East Center Street (P.O. Box 398), Panguitch, Utah 84759.

The district reserves the right to hire the most qualified candidate any time after Tuesday, November 14, 2017. 5:00 P.M.

QUALIFICATIONS

Candidates holding a masters degree in business administration, accounting, finance or other related fields will be given preference. A bachelor's degree is required. CPA preferred.

The successful candidate should have experience in the following areas:

1. Budget development and management.
2. Purchasing, accounts payable, and receivables.
3. Payroll and employee benefits programs.
4. Proficiency in using word processing, spread sheets, and data base management.
5. Preference will be given to candidates with previous school finance experience.
6. Federal and state education program knowledge.
7. Banking services and reconciliation experience.
8. Human resource management experience preferred.
9. Experience in employee negotiations.
10. Must be capable of obtaining a Public Official Treasurer bond.

APPLICATION

Candidates should submit a formal application that includes the following:

1. A letter of interest
2. A current resume
3. Three letters of recommendation
4. Current transcripts and degree information
5. Online applications are available at: <https://www.garfk12.org/employment/>

SALARY AND BENEFITS

Salary to be negotiated based upon experience and education. In addition, the district provides 100% paid health and life insurance, 401K and Utah State Retirement contributions. Negotiated salary starting at \$80,000.

PERSONAL AND PROFESSIONAL CHARACTERISTICS

The district is seeking candidates with the following personal and professional characteristics:

1. Strong work ethic.
2. Solid interpersonal skills for working with district office staff, administrators, educators, students, and community members.
3. Honesty and a commitment toward open communication.
4. Highly skilled in both written and verbal communication.
5. Commitment toward professional growth and development.
6. Capable of filling an officer appointment of the Board of Education.
7. Trustworthy and dependable.