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ANNOUNCEMENT OF POSITION

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BUSINESS ADMINISTRATOR





## Announcement of Position To All Prospective Candidates

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The Provo City Board of Education is seeking qualified candidates for the position of:

### Business Administrator

Please forward all required application materials and information to:

**Deputy Superintendent Jason Cox**

Provo City School District

280 West 940 North

Provo, UT 84606

Phone: (801)374-4938

Email: JasonC@provo.edu

All candidates must apply online and submit a portfolio to the Provo City School District Office no later than May 12, 2021 for first review.

The position will be **open until filled**, with a first review of applications Friday, May 14, 2021. The start date will be July 1, 2021.

*Provo City School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment of employment.*

# Application and Selection Procedures

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Application and selection procedures are as follows:

- Candidates must submit a formal application that includes the following:
  - Application available at <https://provo.applicantportal.com>
  - A letter of interest
  - Resume listing professional and job-related experience
  - Copy of transcripts (does not need to be official)
  - Three letters of recommendation
  - Written response for each of the following items:
    - What is your personal philosophy of the role of a Business Administrator?
    - What is your experience and approach for forecasting models?
    - What will be your responsibility as it relates to supporting and allocating resources to assist in the accomplishment of the District's mission, vision, and goals?
- The Board of Education will review the application materials of all qualified candidates and may gather additional information on a candidate if they choose to do so. Together, they will select those candidates who will be extended an invitation for an interview.
- The Board of Education will interview candidates and conduct additional background checks and gather other information as required. The Board will then select the candidate of its choice for the position of Business Administrator.
- No application materials will be returned but will be available for pick-up after the Board Meeting held on June 8, 2021.

# Qualifications

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The Provo Board of Education is seeking a Business Administrator who:



- Has earned at a minimum a Bachelor's Degree in Business Administration, Accounting, or other related field. Additional consideration will be given to applicants with a CPA, MBA, or Master's Degree in Accounting or other related field, or previous experience in school district finance and business;
- Has or will develop a comprehensive understanding of school finance, district budgets, revenue sources, obligation, services, and programs;
- Is an even-tempered individual who maintains an atmosphere of trust and mutual respect;
- Is a good listener and effectively communicates with varied audiences, who is accessible and works collaboratively with others;
- Is a visionary, creative thinker, decisive and self-confident leader who builds confidence in others;
- Is a goal setter and long-range planner; and
- Is able to perform a full range of school district financial and supervisory duties including:
  - Having experience performing complex tasks using spreadsheets, databases, and word processing applications;
  - Having skills analyzing and interpreting data; and
  - Having a working knowledge of and/or record of sound investment strategies and is bondable.

# Duties of the Business Administrator

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Subject to the direction of the District Superintendent of Schools, the District Business Administrator shall:

1. Attend all meetings of the Board, keeping an accurate recording of its proceedings, and having custody of the seal and records;
2. Be custodian of all District funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
3. Countersign with the Board President all warrants and claims against the District as well as other legal documents approved by the Board;
4. Prepare and submit to the Board each month a written financial report, including a detailed list of expenditures;
5. Use uniform budgeting, accounting, and auditing procedures and forms approved by the Utah State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards;
6. Prepare and submit to the Board a detailed annual statement for the period ending June 30 of the revenue and expenditures, including beginning and ending balances;
7. Assist the Superintendent in the preparation and submission of a tentative budget required by law and by the Utah State Board of Education;
8. Ensure that adequate internal controls are in place to safeguard the District's funds;
9. Partner with District administrators in providing fiscal management support, data analysis, and assistance;
10. Provide general supervision over accounting, audit, accounts payable, transportation, child nutrition, facilities and inventory;
11. File district, state, and other governmental reports in a timely manner and with accuracy; and
12. Perform other duties as assigned by the Board and/or Superintendent.

# Salary and Benefits

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Salary will be competitive with similar-sized Utah school districts and will be determined by the Board based on qualifications, education, and experience. Benefits include:

- Health insurance through SelectHealth
- Term life insurance and long-term disability insurance
- Utah State Retirement System including 401(k)
- Payment of professional dues in approved professional associations
- Earned vacation and PTO



# Provo City School District

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Provo City School District was officially organized in 1898. Provo City School District is one of 41 public school districts in Utah, and the District serves approximately 13,600 students. The major purpose of the District is to provide public education to students who reside in Provo City which is located in the central portion of Utah County, Utah.

The District continues to have a positive influence on the community by offering both traditional and proven non-traditional education to its students. These nontraditional alternatives include preschool training for disabled students, adult high school completion, the largest selection of online courses in the state, and concurrent enrollment where students can earn high school and college credits simultaneously. Programs such as advanced placement, special education, music, career technology, dual language, multicultural programs, gifted and talented programs, STEM, and many other enrichment programs in all curriculum areas are offered by the District.

The District has strong technical and foreign language programs in both traditional and online offerings, and is one of the few Districts in the state to offer elementary foreign languages, along with existing secondary language programs.



# Provo City School District Statistics

## OUR SCHOOLS



13 Grade, 2 Middle, 2 High and 1 Alternative High Schools

Specialty Schools include: Adult Ed, Preschool, eSchool, Special Ed

7 Title 1 Schools  
5 - High performing

5 Dual Immersion Schools  
2 Spanish, French, Portuguese and Chinese

## STUDENT ENROLLMENT

Elementary.....	6,727
Middle School.....	2,138
High School.....	4,583
Special Schools.....	115
<b>Total Enrollment.....</b>	<b>13,563</b>

## STUDENT DEMOGRAPHICS

Hispanic/Latino.....	29.9%
American Indian.....	2.4%
Asian.....	3.6%
Black.....	2.3%
Pacific Islander.....	5.8%
White.....	91.0%
English Language Learners.....	19.5%
Economically Disadvantage.....	36.9%

Current assessed taxable valuation \$6,7000,263,317

# District Budget for 2020-2021

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General Fund.....	\$140,330,728.00
Student Activity Fund.....	\$3,635,500.00
Debt Service Fund.....	\$9,778,800.00
Capital Projects Fund.....	\$8,613,070.00
Building Reserve Fund.....	\$9,000,000.00
Child Nutrition Fund.....	\$5,540,721.00
<u>Tax Increment Financing Fund.....</u>	<u>\$900,000.00</u>
<b>Total All.....</b>	<b>\$177,798,819.00</b>

## Tax Rate Levied by District

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Basic State Levy.....	.001628
Voted Leeway Levy.....	.000968
Board Local Levy.....	.001997
Debt Service Levy.....	.001453
Capital Projects Levy.....	.001198
<u>Charter School Levy.....</u>	<u>.000093</u>
<b>Total.....</b>	<b>.007337</b>







## Provo City School District Board of Education

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Melanie Hall – President

Rebecca Nielsen – Vice President

Nate Bryson – Member

McKay Jensen – Member

Jennifer Partridge – Member

Teri McCabe – Member

Gina Hales – Member

