

APPLICATION PROCEDURES

To be considered for the position of Business Administrator, applications and other materials must be emailed as a single file PDF no later than February 16, 2026, by 5:00 p.m. MST*

Application Material Requirements:

- Formal Letter of Interest
- Current resume or vita sheet detailing professional preparation, experience, and achievements
- Completed application form (available at www.usba.cc)
- Three current letters of recommendation addressing your professional qualifications and attributes
- Official transcripts from colleges/universities where degrees were earned
- Copies of certifications and licenses

All required applications materials and information should be emailed as a single PDF file to:

Richard Stowell (rstowell@usba.cc)
Utah School Boards Association
Phone: 801-566-1207

All questions should be directed to Richard Stowell, please do not contact the board members directly.

Timeline

- February 16: Deadline to submit completed applications is 5:00 p.m. MST*
- Mid February: Applications will be reviewed and interviews will be scheduled.*
- Late February: New Business Administrator will be announced.
- Late February to Early March: New Business Administrator will begin work for the Timpanogos School District

*Open until filled: The Board of Education reserves the right to consider additional applicants until a qualified applicant is chosen.

TIMPANOOGOS BY THE NUMBERS

4 MUNICIPALITIES SERVED

Lindon • Orem • Pleasant Grove • Vineyard

29 SCHOOLS

20 Elementary • 5 Junior High • 4 High School

23,206 K-12 Enrollment

11,297 Elementary • 5,722 Junior High
6,035 High School • 272 Special School

1,236 CERTIFIED EMPLOYEES

719 Bachelors • 509 Masters • 8 Doctorate
1,451 Support Professionals

ADDITIONAL PROPERTIES

Warehouse & Surplus • District Data & Technology Center
Facility & Maintenance • Four Additional Land Plots

DAILY NUMBERS

60 Buses Utilized • 265 Daily Runs
12,410 Daily Meals



ANNOUNCEMENT OF POSITION

BUSINESS ADMINISTRATOR



Salary & Benefits

The compensation package will be competitive for the size of the school district in Utah and will be determined by candidate's professional preparation and successful experience in educational leadership, as well as other qualifications. In compliance with Utah law, Business Administrators receive two-year renewable contracts.


TIMPANOOGOS
SCHOOL DISTRICT

350 N State Street
Lindon, UT 84042

<https://www.alpineschools.org/o/timpanogos-district/>

Opportunity Overview

The Timpanogos School District Board of Education is seeking qualified candidates for the position of Business Administrator. We are seeking a Business Administrator with the vision and confidence to question established norms and collaborate on effective solutions for our projected budget deficit.

Timpanogos District

Timpanogos School District is a newly created district serving the communities of Lindon, Orem, Pleasant Grove, and Vineyard. These vibrant cities are located at the base of Mount Timpanogos in the heart of Utah County. Over the next 18 months, Timpanogos School District will work in partnership with Alpine School District to transition academic, fiscal, and governance responsibilities, with the new district fully assuming responsibility for public education on July 1, 2027.

District Financial Overview

Major Fund Expenditures FY25

Total Funds: \$352,528,906

General Fund: \$268,074,775

Debt Services: \$22,698,231

Nutrition Services: \$9,881,701

Student Activities: \$9,949,375

School Services: \$372,733

Non K-12: \$4,627,626

Foundation Fund: \$1,060,856

Capital Outlay: \$27,058,313

Industrial Services \$917,497

Tax Increment: \$7,887,800

Leadership Qualifications

Required Qualifications

- A minimum of a Bachelor's degree in Business Administration, Accounting, or a related field.
- Additional consideration will be given to applicants with a CPA, MPA, MBA, or Master's degree in Accounting or a related field, as well as prior experience in school or public finance and business operations.
- At least five (5) years of successful budget/accounting/finance administration in educational, municipal, or other public sectors.

Preferred Qualifications

- Comprehensive understanding of school district budgets, revenue sources, obligations, services, and programs.
- Ability to perform a full range of financial and supervisory duties including:
 - Managing complex tasks using spreadsheets, databases, and word processing applications
 - Analyzing and interpreting financial data
 - Applying sound investment strategies and maintaining bondable status

Preferred Attributes

- A collaborative leader who is:
 - Even-tempered
 - Able to foster trust and mutual respect
 - Effective communicator, good listener, and accessible to staff and stakeholders
 - Visionary and creative, with the ability to think strategically and plan long-term
 - Decisive and self-confident, inspiring confidence in others
- Experience with the legislative process, including both statutory and appropriation functions.



Duties & Responsibilities

Key Responsibilities Include:

Board Support & Governance

- Serve as Parliamentarian for the Board of Education and attend all board meetings.
- Maintain accurate records of board proceedings and safeguard official documents.

Budgeting & Compliance

- Utilize uniform budgeting, accounting, and auditing procedures approved by the Utah State Board of Education, in compliance with generally accepted accounting principles and state law.
- Assist the Superintendent in preparing the tentative budget and required fiscal reports.
- Ensure internal controls are in place to safeguard district funds.

Financial Stewardship

- Act as custodian of all district funds, ensuring accountability for all revenues and expenditures.
- Countersign warrants, claims, and legal documents approved by the board.
- Prepare and present monthly financial reports detailing receipts and expenditures.
- Submit an annual financial statement for the fiscal year ending June 30, including beginning and ending balances.

Operational Leadership

- Provide general supervision for accounting, payroll, purchasing, and inventory functions.
- Manage employee benefits programs, including health insurance, retirement plans, life insurance, and other ancillary products.
- Partner with district administrators to support fiscal management through data analysis, input, and guidance.

Additional Responsibilities

- Perform other duties related to the position, including those outlined in Utah Code 53G-4-303 "Duties of School Business Administrator."