



CACHE COUNTY
SCHOOL DISTRICT



Announcement of Position

Business
Administrator

Announcement of Position To All Prospective Candidates

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

Business Administrator

Please forward all required application materials and information to:

Superintendent Todd McKee
Cache County School District
84 East 2400 North
North Logan, UT 84341-2902
Phone: (435) 752-3925
Email: todd.mckee@ccsdut.org



All candidates must apply online and submit a portfolio to the Cache County School District Office no later than 4:00 p.m. on Friday, May 1, 2026, for first review.

The position will be open until filled.



Cache County 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

Application and selection procedures are as follows:

- Candidates must submit a formal application that includes the following:
 - A letter of interest
 - Application available at <https://www.ccsdut.org/employment>
 - 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 do you see as being the role of the Business Administrator in a district the size of the Cache County School District?
 - Select a “cause” or reform you have championed while serving in a previous position. Share your experience, including any lessons you learned.
 - Select one of the “Desired Leadership Qualifications” and expand on it, sharing your philosophy in that area, expertise, and examples of work you’ve done in the past.
- 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 May 21, 2026.

Desired Leadership Qualifications

The Cache 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;
- Competency in school finance, long-range planning, and management of district resources
- Experience and understanding of governmental accounting
- Working knowledge of law and policy governing public education at the federal, state, and local level with the ability to effectively work with elected officials
- Effective communication, exceptional interpersonal skills, and ability to build mutual trust and respect with employees, families, and community members through open communication
- Exemplary problem solving and decision making skills, as well as effective delegative authority
- Strong moral character, integrity, and high ethical conduct
- Demonstrated ability to listen thoughtfully through approachability and open communication with staff and patrons
- Dedicated advocacy for and on behalf of the District and its students across state and local levels
- Strong work ethic with a willingness to devote the time necessary to do the job successfully



Cache County School District

The Board of Education:

Teri Rhodes – President
Kathy Christiansen – Vice President
Randall Bagley – Member
Allen Grunig – Member
Brian Chambers – Member
Jeffrey Nielsen – Member
Roger Pulsipher – Member

Cache County School District Statistics

Current assessed taxable valuation \$11,845,351,452

District Schools:

- | | |
|---------------------------|----|
| • Elementary (K-6) | 17 |
| (19 as of August 2026) | |
| • Middle School (7-8) | 3 |
| (4 as of August 2026) | |
| • High School (9-12) | 4 |
| • Alternative High School | 1 |

Student Enrollment:

- | | |
|--------------------|--------|
| • Elementary | 9,586 |
| • Middle School | 3,154 |
| • High School | 6,980 |
| • Total Enrollment | 19,720 |



Salary and Benefits

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:

- Group health insurance
- 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 leave



Duties of the Business Administrator

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 budget documents and statistical and fiscal reports required by law or the state board;
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, payroll, internal audit, accounts payable, inventory, and facilities;
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.

District Budget for 2025-2026

General Fund.....	\$227,940,467
Student Activity Fund.....	\$12,145,000
Debt Service Fund.....	\$25,844,500
Capital Projects Fund.....	\$19,850,000
Child Nutrition Fund.....	\$10,189,537
Tax Increment Financing Fund.....	\$1,181,406
Cache Education Foundation Fund.....	\$1,795,000
Total All.....	\$311,999,011

Tax Rate Levied by District

Basic State Levy.....	.001379
Voted Leeway Levy.....	.000762
Board Local Levy.....	.000711
Debt Service Levy.....	.001326
Capital Projects Levy.....	.000423
Charter School Levy.....	.000035
Total.....	.004636





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