

DISTRICT BUSINESS ADMINISTRATOR (14-400)

Job Summary

The Business Administrator in the Provo City School District serves as the chief financial and operations manager for the district. This important position is hired and evaluated by the Provo City School District Board of Education, and works under the direction of the Board and the district superintendent.

The Business Administrator manages all aspects of district financial operations including budget development and management, financial projections based on governmental allocations and solid enrollment projections, coordination of taxation and bonding issues, monthly reporting to the Board of Education, interfacing with the city and other local/regional/state/federal agencies, and (among other responsibilities, most of which are delineated below) managing the district's finances and other resources at a high level, worthy of the budgetary awards that have been received over the past many years.

The Business Administrator is a member of the District Council. He/she plays an important role in working with employees and employee groups within the district. The Business Administrator attends bi-weekly meetings with the superintendent and principal meetings when appropriate. He/she is often called upon to make presentations in board meetings, at principal meetings, and at other events periodically in the community.

Essential Functions

- Provides leadership to the Board of Education in the development of appropriate fiscal policies and procedures.
- Supervises the management of the district's business office procedures and personnel.
- Interprets the financial conditions of the District to the Board of Education and patrons of the school system.
- Monitors and stays on top of regulation and legislative changes impacting funding, taxation, and reporting.
- Serves as custodian of all District funds, is responsible and accountable for all money received and disbursed, and maintains accurate records of all sources of revenues received.
- Uses uniform budgeting, accounting and auditing procedures and forms approved by the State Board of Education which shall be in accordance with generally accepted accounting principles or auditing standards and Title 63, Chapter 38, Utah Budgetary Procedures Act.
- Prepares and submits budget documents and statistical and fiscal reports to the board including the annual audit.
- Ensures that adequate internal controls are in place to safeguard the District's funds.
- Provides communications and training for district administrators, building principals, and secretarial staff as needed.
- Prepares the CAFR and other reports to ensure transparency and solid financial standing for the district.
- Coordinates with Provo City, other districts, local and regional agencies, etc. as may be required.
- In coordination with the board and the superintendent, plays a leadership role in bond initiatives.
- Coordinates with the state Risk Management Insurance group to ensure proper adherence to policies and practices.
- Leads district and community committees as directed.
- Supervises staff and departments as assigned.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the business department and the district as a whole.

Minimum Job Requirements

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; theory of negotiations and contract administration; and compensation theory.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or

purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Required Qualifications

- Holds (at a minimum) a Bachelor's degree in accounting, Business Administration, or other related field. Preferred consideration may be given to applicants with a CPA, MBA, or Masters Degree in Accounting or other related field.
- Has recent previous experience in the administration of school district finances and business is desired. Appropriate and comparable experience may also be considered.
- Has relevant experience in the administration and management of capital assets and business or governmental accounting.
- Possesses the ability and willingness to listen and communicate in an honest, appropriate, and sensitive manner with the Board of Education, the Superintendent of Schools, professional and classified staff, patrons of the District, community members, and state and local agencies and organizations.
- Has strong record of excellent interpersonal relations including oral and written communication skills.
- Possesses an established reputation of adhering to the highest standards of ethical and professional conduct.
- Has recent and meaningful experience with the collective bargaining/negotiations process.
- Has a positive record of supervising and evaluating staff.
- Must be eligible to be bonded.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Required Testing

As may be required by the Utah State Office of Education

Clearances

Supporting Documents:

- Current Resume
- Letter of interest
- Strong written and verbal references
- Criminal Justice Fingerprint Background Clearance

Continuing Education/Training

Regularly as needed to perform changing essential functions of position

FLSA Status

Exempt

Position Information

| | |
|--------------------|--|
| Posting Date: | January 31, 2014 |
| Closing Date: | Until Filled. For first and best consideration, complete applications should be submitted not later than February 18 th at 4 p.m. |
| Start Date: | Negotiable, but March 2014 is preferred. |
| Salary: | Negotiable; competitive with Utah districts of similar size. |
| Benefits: | Similar to all other full-time employees in the district. |
| Contract length: | Two years, renewable. See Utah Code Annotated 53A-3-302. |
| Other Information: | See Provo City School District Policies 1520, 1523, 1526, 1529, 1535. |