

Announcement of Position

Business Administrator



Uintah School District
Vernal, Utah

Announcement of Position To All Prospective Candidates

The Uintah 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 Mark Dockins
Uintah School District
635 West 200 South
Vernal, Utah 84078
(435) 781-3100
Fax (435) 781-0086

All applications and other materials must arrive at the Uintah School District Superintendent's Office no later than 5:00 p.m., February 9, 2015, for first review.

The position is open until filled with first review of applications on February 10, 2015.



Uintah 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: [http://www.untah.net/districtoffice/hrdocs/Job Applications/Business Administrator- Electronic.doc](http://www.untah.net/districtoffice/hrdocs/Job%20Applications/Business%20Administrator-Electronic.doc)

Resume listing professional and job-related experience

Transcripts

Three letters of recommendation

Written response for each of the following items:

1. What is your personal philosophy of the role of a Business Administrator?
 2. What is your experience and approach to forecasting models?
 3. What is your experience and approach to zero base budgeting for school finance?
- 
- 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.

Qualifications

The Uintah School District Board of Education is seeking a Business Administrator who:

- Has at 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 district budgets, revenue sources, obligations, services and programs.
- Is an even-tempered individual who maintains an atmosphere of trust and mutual respect.
- Is a good listener and effective communicator 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.
- Is able to perform a full range of school district financial and supervisory duties including:
 - performing complex tasks using spreadsheet, database, and word processing applications;
 - analyzing and interpreting data;
 - having a working knowledge of and/or record of sound investment strategies and is bondable.



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 through PEHP, USBA Group
- term life insurance
- Utah State Retirement System including 401K
- payment of professional dues in approved professional associations
- earned vacation and PTO

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 report of the district's receipts and expenditures;
5. use 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 63J, Chapter 1, Utah Budgetary Procedures Act;
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 statistical and fiscal reports as required by the State Board of Education;
8. insure that adequate internal controls are in place to safeguard the district's funds; partnership with district administrators in fiscal management, providing service, support, data analysis, input and assistance;
9. provide general supervision for accounting, payroll, purchasing, inventory, maintenance and construction;
10. manage the district's benefits, including, but not limited to, health insurance, state retirement and investment products, life insurance, long term disability, voluntary products and ancillary products;
11. perform other duties as assigned by the board and/or superintendent.



Uintah School District

Uintah County, located in the central portion of the Uinta Basin, sits on the Eastern side of the state adjacent to the Colorado state line. It consists of 4,487 square miles and includes the communities of Vernal, Maeser, Naples, Ballard, Jensen, Lapoint, Whiterocks, Tridell, Randlett and Fort Duchesne. Uintah County boasts a wide variety of geographical features including Dinosaur National Monument, Ashley National Forest, Steinaker Reservoir, Red Fleet Reservoir, and Ouray National Wildlife Refuge. Flaming Gorge National Recreation Area is a short 45 minute drive away.

With its varied landscape, the area offers outdoor activities of all types and levels including golf, hiking, biking, rafting, hunting, fishing, camping, boating, four wheeling, snowmobiling, snow shoeing and cross-country skiing.

Uintah School District was established in 1914. It currently has 8,160 students and approximately 930 employees, 380 of which are certified educators. The District operates one high school (10-12), one alternative high school, one junior high school (8-9), one middle school (6-7), seven elementary schools (K-5) and one specialized preschool. We are reconfiguring our secondary schools for the 2015-2016 school year. 9th grade will move up from the junior high school creating one high school (9-12) and two middle schools (6-8).

Uintah School District embraces the core values of professionalism, accountability, unity, purpose and integrity. Our mission states “Uintah School District students will acquire the critical skills and attributes of a productive citizen”. The District believes that all students are capable of learning at high levels and we take every step necessary to ensure that. We are a collaborative community and we support the development of all employees’ professional skills.



District Budget for 2014-2015

M&O Fund	\$ 53,996,350
Student Activity Fund	\$ 1,287,050
Capital Projects Fund.....	\$ 20,864,073
Food Services Fund	\$ 3,103,318

Tax Rates Levied by District

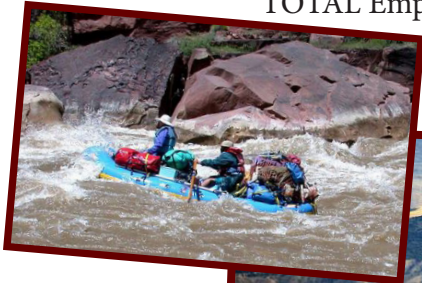
Basic State Levy.....	.001419
Board Local Levy.....	.001650
Capital Outlay002479
Debt Service.....	.000513
 TOTAL006061

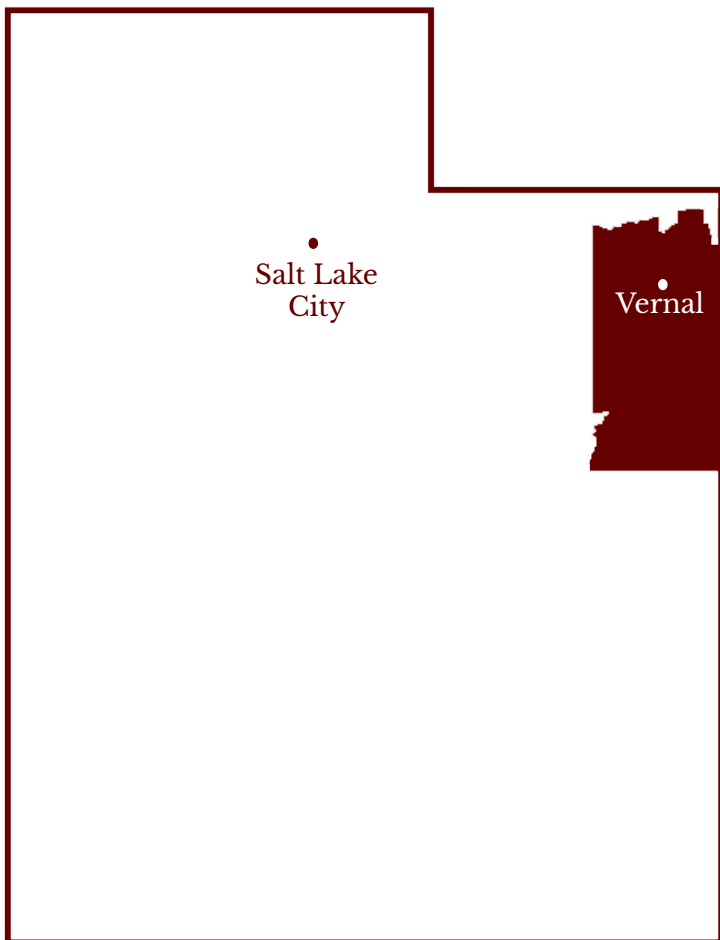
The District's current assessed evaluation is.....\$5,659,973,092

Per Pupil Expenditure for Fiscal Year 2014.....\$6,176

Student ADM for Fiscal Year 2014\$7,341.74

Certified Employees 380
Classified Employees 546
TOTAL Employees 926





Uintah School District Board of Education

K. Mark Caldwell, President
Greg L. Gilroy, Vice President
James F. Allen, M.D., Member
Resha R. Bartlett, Member
Allen A Huber, Member



Uintah School District