

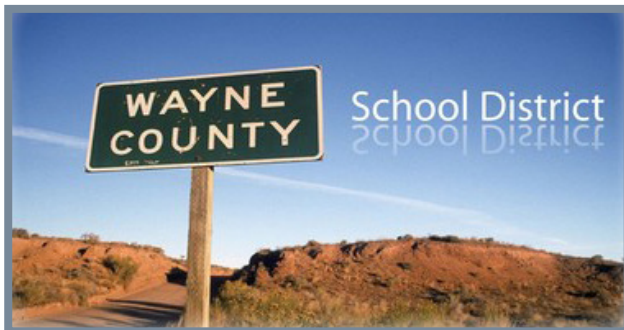
# Announcement of Position

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## BUSINESS ADMINISTRATOR

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Wayne School District  
*Excellence in Education*





# **ANNOUNCEMENT OF POSITION**

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## **To All Prospective Candidates:**

The Wayne County School District Board of Education is seeking qualified candidates for the position of Business Administrator.

Please address credentials and requests for information to:

Wayne School District Office  
79 North 100 West (P.O. Box 127) Bicknell, Utah  
84715  
(435) 425-3813  
Fax: (435) 425-3806

Wayne County School District is an  
Equal Opportunity Employer

## **DEADLINES**

All applications and other materials must arrive at the Wayne School District Office at 79 North 100 West (P.O. Box 127), Bicknell, Utah 84715.

The District reserves the right to hire the most qualified candidate any time after Thursday, February 12, 2015. 5:00P.M.

# APPLICATION AND SELECTION

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Candidates should submit a formal application that includes the following:

1. Submit a letter of interest including information about your personal and professional qualifications, and also your work place philosophy in a supervisory role.
2. Current resume including a transcript of credits, certificates, degrees or other applicable credentials.
3. At least three current letters of recommendation
4. Online applications are available at: <http://www.waynesd.org>

## SALARY AND BENEFITS

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Salary to be negotiated based upon experience and education.

## QUALIFICATIONS

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Candidates with the following experience or qualifications are encouraged to apply.

1. Highest preference will be given to candidates with at least a Bachelor's degree in Business, or in Accounting.
2. Preference will also be considered for candidates who have had considerable experience in school finance, business, accounting, or comparable work related disciplines.
3. Budget development and budget management
4. Purchasing
5. Payroll and Employee Benefits Programs
6. Proficient in word processing, spread sheets, and data base management.

# PERSONAL AND PROFESSIONAL CHARACTERISTICS

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The District is seeking candidates with the following personal and professional characteristics:

1. Strong work ethic
2. Solid interpersonal skills for working with district office staff, administrators, educators, and community members
3. Honesty with a commitment toward open communication
4. Highly skilled in both written and verbal communication
5. Commitment toward professional growth and development.
6. A team builder with a desire to accomplish personal and district goals

# RESPONSIBILITIES

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The Business Administrator is responsible for the coordination and management of all fiscal resources of the school district. He/She also serves as an advisor to the Superintendent and School Board on all fiscal issues. The Business Administrator has supervisory responsibilities based on the needs of the District under the supervision of the Superintendent. He/She also serves as the Human Resources officer, and provides appropriate counsel and support in personnel decisions.

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