
Nebo School District



Announcement of Position

**Business
Administrator**

Announcement of Position To All Prospective Candidates

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

Business Administrator

Please forward all required application materials and requests for information to:

Rick Nielsen, Superintendent
Nebo School District
350 South Main
Spanish Fork, UT 84660
Phone: 801-354-7426
Email: rick.nielsen@nebo.edu

All candidates must apply online and submit a portfolio to the Nebo School District Office no later than 4:00 p.m. on Friday, **February 28, 2020**, for first review.

It is anticipated that interviews will take place on March 11, 2020, and that the appointee will start on July 1, 2020.



Nebo 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:
 1. Cover Page
 2. A letter of interest
 3. Updated resume listing professional and job related experience
 4. Nebo online resume at:
<https://apply.nebo.edu/applicant/home.php>
 5. A minimum of three letters of recommendation
 6. Copy of transcripts (does not need to be official)
 7. Written response for each of the following items:
 - What is your personal philosophy of the role of Business Administrator?
 - What is your experience and approach to forecasting models?
 - What will be your responsibility as it relates to supporting and allocating resources to assist in the accomplishment of the District's mission, vision and goals?
- 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 selected candidates and conduct 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 March 11, 2020.

Qualifications

The Nebo School District 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;
- Has or will develop a comprehensive understanding of school finance, 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 effectively communicates with varied audiences, 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; and
- Is able to perform a full range of school district financial and supervisory duties including:
 - having experience performing complex tasks using spread sheets, databases, and word processing applications;
 - having skills analyzing and interpreting data; and
 - having a working knowledge of and/or record of sound investment strategies and is bondable.



Nebo School District

Nebo School District is nationally acclaimed for successes in academics, operations and extracurricular activities. Nebo is recognized on the state and national level for quality programs and innovative concepts that focus on students.

Nebo School District is a growing district with a commitment to provide a quality education for more than 33,000 children in 45 schools and 3 specialty programs, encompassing nearly 1,315 square miles including 21 communities from Springville to Elberta. Nebo is the seventh-largest school district in Utah.

With approximately 4,500 employees, Nebo School District is the sixth-largest employer in Utah County. Nebo continues to build on its mission: “We engage, empower, and collaborate to ensure student success.” Nebo School District focuses on preparing all students to succeed in school and life and prepares students for active participation in school and the global community. Nebo empowers students to acquire and develop knowledge, skills and talents and works to promote safety, involvement, and student achievement.

Nebo students are consistently represented in lists of state and national honors in fine arts, academics, career, technology, and athletic competitions. Nebo students consistently score above state and national norms on beginning and end-of-level assessments.

Nebo District Areas of Focus

- Students have access to college courses and an ability to earn their associate’s degree upon graduation.
- Nebo School District saved parents and students over \$8.5 million in the 2018-19 school year by providing Concurrent Enrollment (CE) and Advanced Placement (AP) classes for college credit.
- Eighty-nine percent of Nebo student graduates took at least one Concurrent Enrollment, Advanced Placement, or MTECH class during their high school experience to help them become college and career ready.
- Advanced Placement (AP) students, in 20 different classes, earned 4,528 college credits.
- Nebo students, in approximately 86 different classes, earned 26,924 college credits by successfully completing Concurrent Enrollment classes.
- Nebo District’s Career and Technical Education students passed 8,269 Skill Certification tests and industry credentials.

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 the following:

- Group health insurance through Select Health Share
- Term life insurance, long-term disability insurance and access to an on-site medical clinic (sponsored by the District)
- 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 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 a tentative budget required by law, required by the State Board as required by the State Board of Education;of Education;
8. Insure 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, input support, data analysis, input and assistance;
10. Provide general supervision over accounting, payroll, internal audit, accounts payable and inventory;
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.



The District

Board of Education

Christine Riley – President
Lisa Rowley – Vice President
Shannon Acor – Member
Rick Ainge – Member
Randy Boothe – Member
Scott Card – Member
Dean Rowley – Member

Nebo Statistics & District Facts

Current assessed taxable valuation	\$9,366,546,467
General Fund per pupil expenditure for fiscal year 2019	\$6,898
Certified Employees	1,973
Classified Employees	2,216
TOTAL Employees	4,189

Nebo School District passed a \$298,000,000 bond election in November 2018 and is in the process of building three new middle schools and rebuilding three veteran high schools.

Valley View Middle School (Salem Area)

Started Spring 2019, Anticipated Opening Fall 2020

Maple Grove Middle School (Mapleton Area)

Started Spring 2020, Anticipated Opening Fall 2021

Spring Canyon Middle School (Springville Area)

Started Spring 2020, Anticipated Opening Fall 2021

Rebuild Spanish Fork High School

Will start Spring 2022, Anticipated Opening on Fall 2024

Rebuild Payson High School

Will start Spring 2023, Anticipated Opening Fall 2025

Rebuild Springville High School

Will start Spring 2024, Anticipated Opening Fall 202



District Budget for 2019-2020

General Fund	\$250,609,718
Activity Fund	\$2,500,000
Non - K-12 Programs Fund.....	\$6,267,287
Pass-through Tax Fund.....	\$1,989,515
Debt Service Fund.....	\$31,605,514
Capital Projects Fund.....	\$63,029,637
Child Nutrition Fund.....	\$11,853,907
 Total All Funds.....	 \$377,855,578

Tax Rate Levied by District

Basic State Levy.....	001661
Voted Leeway Levy.....	001116
Board Local Levy.....	001568
Debt Service Levy.....	003204
Capital Projects Levy.....	001097
Charter School Levy.....	000103
 TOTAL.....	 008749





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