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# Salt Lake City School District

## Salt Lake City, Utah



Announcement of Position

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Business  
Administrator

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# Announcement of Position To All Prospective Candidates

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The Salt Lake City School District Board of Education is seeking qualified candidates for the position of:

## Business Administrator

Please forward all required application materials and information to:

Richard C. Stowell, Executive Director  
Utah School Boards Association  
860 East 9085 South  
Sandy UT 84094  
Phone: 801-566-1207  
Fax: 801-561-4579  
Email: [rstowell@usba.cc](mailto:rstowell@usba.cc)

All applications and other materials must arrive at the Utah School Boards Association offices no later than 4:00p.m., Friday, April 21, 2020 for first review.

The position is open until filled with first review of applications the week of April 24, 2020.



Salt Lake City 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

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Application and selection procedures are as follows:

- Candidates must submit a formal application that includes the following:
  1. A letter of interest
  2. Application available at: <https://www.slcschools.org>
  3. Resume listing professional and job-related experience
  4. Transcripts
  5. Three letters of recommendation
  6. Written response for each of the following items:
    - What is your personal philosophy of the role of a Business Administrator?
    - What is your experience and approach to forecasting models?
    - What is your experience and approach to zero base budgeting for school finance?
    - What would be your approach to facilitating the provision of resources that will support 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 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

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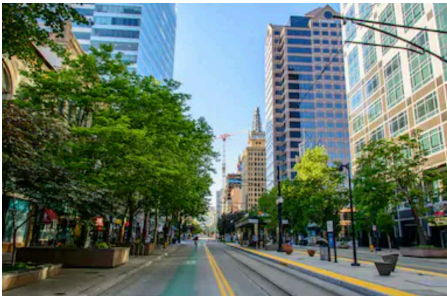
The Salt Lake City School District Board of Education is seeking a Business Administrator who:

- 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 spreadsheets, databases, and word processing applications;
  - analyzing and interpreting data; and
  - having a working knowledge of and/or record of sound investment strategies and is bondable.



# The Salt Lake City Community

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## Our Vision

**Excellence and Equity: every student, every classroom, every day**

# Duties of the Business Administrator

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Subject to the direction of the district superintendent of schools, the district business administrator shall:

1. Attend 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 Utah 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; partner with district administrators in fiscal management, provide service, support, data analysis, input and assistance;
9. Provide general supervision for accounting, payroll, purchasing, inventory, transportation, custodial, food service, after school program, mentoring, 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; and
11. Perform other duties as assigned by the board and/or superintendent

# The District

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Salt Lake City School District cultivates a love of learning in a diverse and inclusive school community, committed to educational excellence and integrity. In collaboration with families and community, we hold high expectations for students, respond effectively to individual needs, and provide a safe, healthy environment in which every student can learn the academic, problem-solving, and social skills required for success in college, career, and life. For more information, refer to the district website [www.slcschools.org](http://www.slcschools.org).

## Enrollment

The District serves a general population projected to be approximately 200,544 citizens spread over an area of 111.1 square miles. The District currently consists of 39 schools. In addition, the District operates several alternative programs: a community education department; adult education; an alternative middle school; parent cooperative programs; programs for gifted students and for the disabled; and other special services. The District currently has 23,108 (Fall Enrollment 2018) students enrolled in its regular day school programs, of which 12,963 or 56.10% are minority (other than Caucasian).

## Staff

- 1467 Licensed Teachers
- 121 Administrators
- 2163 Classified Employees

## Facilities

- 26 Elementary Schools
- 1 k-8
- 5 Middle Schools
- 5 High Schools
- 3 Charter Schools
- 3 Community Centers



## Budget and Finance

- Major Fund Expenditures FY19
  - Total funds-\$306,003,515
  - General fund-\$233,825,898
  - Capitol and Debt service-\$34,472,723
  - Other funds-\$25,466,305
- Overall Tax Rate FY19 - .005348
- Per Pupil Expenditures FY19 - \$10,314
- District assessed valuation CY19 - \$30,092,504,259

# The Timeline

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April 21, 2020

Deadline for receipt of applications

May 15, 2020

New hire announcement and BA assumes post

## Salary and Benefits

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### Compensation

The salary will be negotiated based on qualifications and experience and will be competitive with salaries of other school business administrators in districts of comparable enrollment within the state of Utah.

### Benefits

Benefits for employees with Salt Lake City School District include but are not limited to:

- Group health insurance
- Long-term disability
- Life and accidental death insurance
- Membership in the Utah Retirement System
- Travel expenses as determined by the Board of Education





## **Salt Lake City School District Board**

Melissa Ford, President  
Nate Salazar, Vice President  
Michael Nemelka, Member  
Katherine Kennedy, Member  
Samuel Hanson, Member  
Kristi Swett, Member

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**440 E 100 S, Salt Lake  
City, UT 84111  
(801) 578-8599  
[www.slcschools.org](http://www.slcschools.org)**