
Salt Lake City School District

Salt Lake City, Utah



Announcement of Position

Business
Administrator

Announcement of Position To All Prospective Candidates

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

All applications and other materials must arrive at the Utah School Boards Association offices no later than 4:00p.m., Monday, May 18, 2020 for first review.

The position is open until filled with first review of applications the week of May 25, 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

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. Three letters of recommendation
 5. Written response for each of the following items:
 - What is your personal philosophy of the role of a Business Administrator? Include your philosophy of leadership/management and your personal leadership style.
 - What is your experience and approach to forecasting models? Specifically what data sources have you utilized or would be willing to utilize to develop potential future trends and appropriate funding to ensure equity for all students?
 - 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

Position Summary: The Business Administrator (BA) position functions as the chief financial/budget officer of the Salt Lake City School District (SLCSD). This position is responsible and accountable for leading, managing, and supervising the budget process for all SLCSD school district operations. The BA must ensure sound district-wide financial/budget processes and implement those with fidelity in the best interest of students, employees and the district community. This position is responsible for leading, managing, and supervising the functions in the departments/programs of: accounting; budget; payroll; accounts payable; information technology; procurement; auxiliary services/facilities; transportation, and; child nutrition. This position also oversees bond and financial fund management; district contracts and real property management.

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

1. Has a minimum of 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.
2. 5 (five) years' professional full-time experience in a budget and/or accounting administration position:
 - a. finance and operations for a public education entity, OR similar public governmental agency
3. Excellent computer skills documented in the application/resume documentation.
4. Demonstrate knowledge of generally accepted accounting principles and finance accounting practices.

Preferred qualifications:

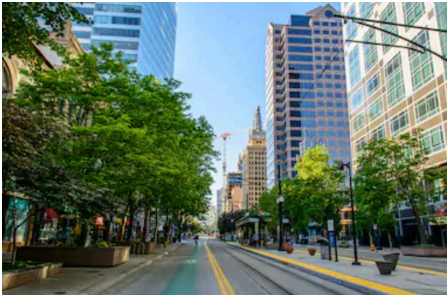
1. Demonstrated at least five (5) years of successful budget/accounting/finance administrative experience in educational, municipal or other public sectors.
2. Demonstrated ability to navigate and successfully allocate resources from a variety of complex funding mechanisms in an entity with a budget over \$100 million.
3. Knowledge of Business Plus, PowerSchool, Excel, etc...

The Salt Lake City Community

Salt Lake City is a vibrant, warm and welcoming city. The city has a lot to offer, there are so many things to do. Salt Lake offers unequaled views, remarkable history, incredible performing arts, galleries, restaurants and year round outdoor recreation.

Its big enough to be a city, but small enough to have a small town feeling, with diverse neighborhoods, like Marmalade, Poplar Grove, Sugarhouse, Central City and Liberty Wells.

Salt Lake City is a supportive community with engaged residents, community councils, and neighborhood support groups, committed to keeping the city a desirable place to live, raise a family or retire.



Essential Job Duties and Responsibilities

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

1. Plans, organizes, leads, directs, evaluates, and coordinates a variety of programs, projects, and activities related to District financial functions including budget, accounting, external audits, payroll services, attendance accounting, program accounting and accounts payable.
2. Implement systems and programs, procedures, to ensure the financial stability of the District and approve financial plans and budgets. Develops, monitors, and manages District debt policy and bond issues. Assists in preparing and/or presenting the District's position in collective bargaining negotiations.
3. Directs the District's investment and cash management programs; serves as the primary liaison with Salt Lake City, Salt Lake County and

the Utah State Board of Education (USBE) as related to the District's investments and functions as the custodian of a variety of financial funds.

4. Provides technical expertise regarding assigned functions; formulates and develops procedures relative to budgets, procurement, expenditures and other relevant processes.
5. Oversees the management of capital programs, including school capital programs, to ensure projects are completed on time and within budget.
6. Establishes and maintains internal controls: reviews school budgets as needed to ensure that mandatory staffing rules are followed (i.e., class-size reduction, mandatory positions are present, etc.), and provides guidance if specific budget line allocations raise cause for concern. Monitors schools' and departments expenditures to ensure all personnel are staying within budget.
7. Develops and prepares the annual budget of the District; monitors and authorizes expenditures in accordance with established guidelines: directs the management information system as it pertains to the financial, encumbering, accounting, payroll, and budgeting functions of the District.
8. Administers and coordinates all phases of development of the district strategic budget and corresponding preparation of any budget rollouts: participates in negotiations and contracting of major initiatives including insurance, employee group (employee associations) negotiations, capital purchases, and other significant acquisitions.
9. Administers and coordinates the accumulation and reporting of fiscal data and documentation for a variety of audiences (i.e., Utah State Legislature, SLCSB Board of Education, Salt Lake City/County personnel, etc.).
10. Communicate and collaborate across the organization with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork: demonstrate respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
11. Attends SLCSB Board of Education meetings and other meetings, as required. Regularly, predictably and dependably attend work required responsibilities with punctuality.
12. Performs other duties related to the position, as assigned.

The District

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.

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



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

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

May 18, 2020

Deadline for receipt of applications

July 1, 2020

New hire announcement and BA assumes post

Salary and Benefits

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

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