
San Juan School District



Announcement of Position

Business
Administrator

Announcement of Position To All Prospective Candidates

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

Business Administrator

Please complete the formal application process at:

<https://www.sjsd.org/apps/form/form.SANJSD.sgUrbQx.S9>

To request further information contact :

Ron T. Nielson, Superintendent of Schools
San Juan School District
Email: rnielson@sjsd.org
Phone: (435) 678 -1211

All applications and other materials must arrive at the San Juan School District Superintendent's offices no later than 4:00p.m., Friday, January 15, 2021 for first review.

The position is open until filled with first review of applications the week of January 18, 2021.



San Juan 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
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 would be your approach to facilitating the provisions 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

The San Juan 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.



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 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; partnership with district administrators in fiscal management, providing service, support, data analysis, input and assistance;
9. Provide general supervision for accounting, payroll, purchasing, inventory, transportation, custodial, food service, 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 Timeline

Deadline for receipt of applications (first review): January 15, 2021

New hire announcement and BA assumes post: TBD

Salary and Benefits

Compensation

The Business Administrator will be placed on Administrative Salary Schedule Range 48 based on qualifications and experience.

Range 48: \$89,697 - \$104,169

Benefits for employees with San Juan 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



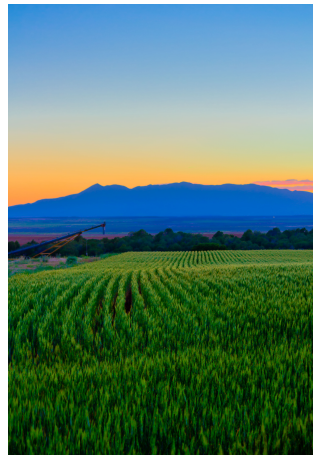
San Juan School District

San Juan School District, geographically one of the largest school districts in the United States, encompasses all of San Juan County in the Southeastern corner of Utah. This unique area covers 7,884 square miles, roughly the same land mass as the state of Massachusetts, and contains world renowned attractions such as Lake Powell, Canyonlands National Park, and Monument Valley.

The District includes all of the Utah portion of the Navajo Nation as well as a portion of Ute Mountain Ute tribal lands. While the geographic location of the District isolates it from some activities found in urban areas, the cultural and scenic diversity more than compensates those who prefer the slower pace of a rural lifestyle.

A progressive District committed to the empowerment of students, families, and communities, San Juan School District is dedicated to providing a safe and engaging environment that promotes and encourages lifelong learning. This goal is reinforced by a supportive School Board and is facilitated by a devoted and skilled instructional and support staff.

In all, the District operates five high schools, one middle school, and six elementary schools located in seven separate communities. Incorporated in this, the District operates teacher housing, curriculum development, distance education, technology infrastructure, and transportation services.



The District

Student Enrollment.....	2,929
Average Daily Membership.....	2,873
Per Pupil Expenditure.....	\$ 14,003

Staff

Licensed Employees.....	240
Classified Employees.....	320
TOTAL Employees.....	560



Tax Rates Levied by District

Basic State Levy.....	0.001628
Voted Leeway.....	0.001600
Board Local Levy.....	0.002168
Capital Outlay.....	0.002250
TOTAL.....	0.007657

District Budget for 2020-2021

M&O Fund	\$41,899,812
Student Activity Fund	\$1,100,000
Capital Projects Fund.....	\$4,280,164
Food Services Fund	\$2,084,602

NOTES

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San Juan School District Board

Lori Maughan, President
Merri Shumway, Vice President
Nelson Yellowman, Member
Steven Black, Member
Lucille Cody, Member

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