



**Announcement of Position** 

# Business Administrator

# Announcement of Position To All Prospective Candidates

The Cache Board of Education is seeking qualified candidates for the position of:

#### **Business Administrator**

Please forward all required application materials and information to:

#### Superintendent Steven C. Norton Cache County School District 84 East 2400 North North Logan, UT 84341-2902 Phone: (435) 752-3925

Email: Steve.Norton@ccsdut.org



All candidates must apply online and submit a portfolio to the Cache County School District Office no later than 4:00 p.m. on Friday, April 2, 2021, for first review.

The position will be open until filled with a first review of applications the week of April 5, 2021. The start date will be July 1, 2021.





Cache County 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:
  - ° A letter of interest
  - ° Application available at https://www.ccsdut.org/employment
  - ° Resume listing professional and job-related experience
  - ° Copy of transcripts (does not need to be official)
  - ° Three letters of recommendation
  - ° 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 for 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 expended 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 but will be available for pick-up after the Board Meeting held on May 6, 2021.

### **Oualifications**

The Cache 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, obligation, 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 spreadsheets, 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.

# Cache County School District

Cache County School District is located in the beautiful Cache Valley, 80 miles north of Salt Lake City. This pristine mountain valley offers a multitude of outdoor recreation activities, world-class cultural venues, a dynamic and growing economy, and a quality of life that is unparalleled.

Cache County School District serves the entire Utah portion of Cache Valley, except for Logan City, and is the valley's second-largest employer.

The District focuses on academic rigor, professional development, and student achievement at all levels. Our students test well above their state and national counterparts on a consistent basis.

#### **Cache County School District Statistics**

#### **District Schools:**

| • | Elementary (K-6)        | 17 |
|---|-------------------------|----|
| • | Middle School (7-8)     | 3  |
| • | High School (9-12)      | 4  |
| • | Alternative High School | 1  |

#### **Student Enrollment:**

| • | Elementary       | 9,654  |
|---|------------------|--------|
| • | Middle School    | 2,983  |
| • | High School      | 6,330  |
| • | Total Enrollment | 18,967 |

Current assessed taxable valuation









## 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:

- Group health insurance through BIND
- Term life insurance and long-term disability insurance
- Utah State Retirement System including 401(k)
- 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 Utah State Board of Education;
- 8. Ensure 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, 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.

# District Budget for 2018-2019

| General Fund                 | \$172,372,476 |
|------------------------------|---------------|
| Student Activity Fund        | \$12,731,801  |
| Debt Service Fund            | \$16,861,672  |
| Capital Projects Fund        | \$21,245,529  |
| Child Nutrition Fund         | \$10,763,418  |
| Tax Increment Financing Fund | \$1,804,090   |
| Total All                    | \$235,778,986 |

# Tax Rate Levied by District

| Basic State Levy      | 001628 |
|-----------------------|--------|
| Voted Leeway Levy     |        |
| Board Local Levy      |        |
| Debt Service Levy     |        |
| Capital Projects Levy |        |
| Charter School Levy   |        |
| Total                 |        |







# Cache County School District Board of Education

Teri Rhodes – President
Kathy Christiansen – Vice President
Randall Bagley – Member
Christopher Corcoran – Member
Larry Jeppesen – Member
Jeffrey Nielsen – Member
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