

# NORTH SANPETE SCHOOL DISTRICT

*Creating Conditions for Learning So All Students Can Succeed*



Announcement of Position

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## Business Administrator

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# Announcement of Position To All Prospective Candidates

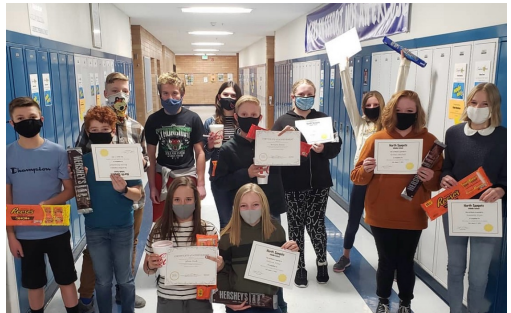
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The North Sanpete School District Board of Education is seeking qualified candidates for the position of:

## 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, Utah 84094  
Phone: 801-566-1207  
Fax: 801-561-4579  
Email: [rstownell@usba.cc](mailto:rstownell@usba.cc)



All applications and other materials must arrive at the USBA Office no later than 4:00 p.m. Friday, October 1, 2021 for first review. The position is open until filled with first review of applications the week of October 4, 2021.



North Sanpete 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://nsanpete.org/>
3. Resume listing professional and job-related experience
4. Transcripts
5. 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 provision of resources that will support the District's mission?

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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North Sanpete School District Board of Education is seeking a Business Administrator who:

- 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.
- 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 North Sanpete Community

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North Sanpete is located in the heart of the state. This valley community sits below the iconic Horseshoe Mountain and the Skyline Drive. Recreation enthusiasts come to the area to fish, camp, snowmobile, snowboard, and hunt. Whether traveling from small town to small town or taking a drive in your ATV along the Skyline Drive, you will always find a display of beautiful scenery and wildlife.

The community of North Sanpete includes the small towns of Fountain Green, Fairview, Indianola, Moroni, Wales, Chester, Spring City, and Mt. Pleasant. Each town has its own character, celebrations, and traditions. Agriculture is a prevalent way of life in the Sanpete valley and supports many of our families. The air is clean and there is room to roam.

<https://www.sanpete.com/pioneer-heritage.html>

<https://www.springcityarts.com/events>

## North Sanpete School District Vision

*Creating Conditions of Learning so ALL Students Can Succeed*



# 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 include:

- group health insurance
- long term disability
- Membership in the Utah Retirement System
- Payment of professional dues in approved professional associations
- Travel expenses as determined by the Board of Education

## 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. Act as the Parliamentarian of the board, 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 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 the 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 account, payroll, purchasing, inventory, transportation, custodial, food service, school programs, 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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Student Enrollment:	2,785
Elementary (PreK-6)	1,448
Middle School (7-8)	457
High School (9-12)	829
Special Purpose School (K-12)	52

## Staff

Licensed teachers	175
Administrators	11
Classified employees	145

## Facilities

- North Sanpete High School, Grades 9-12
- North Sanpete Middle School, Grades 7-8
- Fairview Elementary
- Fountain Green Elementary
- Moroni Elementary
- Mt. Pleasant Elementary
- Spring City Elementary
- Pleasant Creek, Special Purpose School, Grades K-12



# District Budget and Finance

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## Major Fund Expenditures FY20:

Total Funds:	\$28,838,393
General Fund:	\$23,180,789
Debt Service:	\$1,224,008
Nutrition Services:	\$1,913,779
Student Activities:	\$680,928
Capital Projects:	\$1,404,866
Other Funds:	\$434,123

Overall Tax Rate FY20 .006868

Voted Leeway Levy: .001483

Board Local Levy: .001553

District Assessed Valuation CY20 \$939,264,293





## North Sanpete School District Board of Education

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Rich Brotherson, President  
Greg Bailey, Vice-President  
Stacey Goble  
Jeremy Madsen  
Shalmarie Morley