



ANNOUNCEMENT OF POSITION

**BUSINESS ADMINISTRATOR**

**Box Elder School District, Utah**







# VACANCY OVERVIEW

The Box Elder School District Board of Education is seeking qualified candidates for the position of Business Administrator. The vacancy was created by the retirement of Rod Cook who has served as the Business Administrator for the past nine years.

## Salary & Benefits

The compensation package will be competitive for the size of the school district in Utah and will be determined by professional preparation and successful experience in educational administration, as well as other qualifications. The benefits package includes group health insurance, life & accidental death insurance and the Utah State Retirement Program.

## Basic Requirements (Education & Experience)

- A master's degree in Business, Accounting or related field is preferred
- Experience may be substituted for some education but a bachelor's degree is required

## Application Timeline

- The deadline for receiving applications will be March 1, 2022
- The Board will review applications and hold interviews throughout March, 2022
- The new Business Administrator will be appointed in April and assume the position at the beginning of May. (Contracts with other School Districts will be honored)

# OUR DISTRICT

There are many outstanding programs, both academic and activity centered, for students in the Box Elder School District. Recent developments include the creation of five dual immersion elementary schools and a STEM initiative at the secondary level. The staff is highly involved in the Professional Learning Communities movement with collaboration being central to continuous improvement in our academic program.

Box Elder School District enjoys a very positive, supportive relationship with Bridgerland Technical College as well as Utah State University. The District also has several meaningful partnerships with local businesses and industries. With the help from our county's taxpayers, Sunrise, a new alternative high school, was completed in 2021 and Golden Spike Elementary will be completed by fall 2022.

## District Statistics and Facts

Student to Teacher Ratio:

Elementary 25 to 1  
Intermediate 26 to 1  
Middle 27 to 1  
Secondary 28 to 1

Total Student Enrollment:

12,304

Staff:

38 Administrators  
659 Teachers  
1,079 Classified

Facilities:

2 High Schools (10-12)  
1 Alternative High School  
2 Middle Schools (8-9)  
2 Intermediate Schools (6-7)  
2 Rural Schools (K-10)  
11 Elementary Schools (K-5)  
1 Elementary School (K-2)  
1 Independent Life Skills Center

## Financial Data

Total Budget for FY22	\$141,539,752
General Fund Budget	\$110,230,637
Per Pupil Expenditure	\$8,179
Special Revenue Fund	\$14,326,000
Capital and Debt Service Funds	\$16,982,615



# OUR COMMUNITY

Box Elder County is located in the northwest corner of the state of Utah bordered by Nevada to the west and Idaho to the north. The county covers 6,714 square miles and is home to approximately 56,046 residents.

Brigham City is the capital city and the largest in the county. The county is known for their fruit orchards and the annual County Fair. Box Elder County is also home to the Golden Spike National Historic Site and the Bear River Migratory Bird Refuge. There is plenty to do within Box Elder County, and it is an easy drive to all activities along the Wasatch front and Cache County. The biggest plus for Box Elder County is that the area is simply a great place to live. The Tremonton-Garland area is the location of the 2nd largest population center in the District. Tremonton has completed a major economic development project adding new retail businesses and housing. This area has added several manufacturing and food processing facilities in recent years.

# LEADERSHIP QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, character and experience requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An effective communicator with excellent people skills, able to build mutual trust and respect with employees, families and community members through open communication
- A person with strong moral character, integrity, and high ethical conduct
- A good listener who is accessible and willing to communicate openly with staff and patrons
- A person competent in school finance, long-range planning and management of district resources
- A person with experiences and understanding of accounting and governmental accounting
- An advocate for the School District and its students in the community and at the state level
- A person with an exceptional ability to problem solve, make decisions and effectively delegate authority
- An individual with a working knowledge of law and policy governing public education at the federal, state, and local level with the ability to effectively work with elected officials.
- An individual who possesses a strong work ethic and the willingness to devote whatever time is necessary to do the job

Box Elder School District expects all employees to practice high standards of moral and ethical conduct that are consistent with the values taught in our schools. All employees are expected to be law abiding, ethical and honest, and demonstrate respect for the dignity of all students, colleagues, parents, and members of the community.







# DUTIES AND RESPONSIBILITIES

Will include but not limited to:

- School Business Administrator duties and responsibilities provided by Utah Code (Section 53G-4-303)
- Supervision and responsibility for business functions in the School District
- Attend all meetings of the Board, be responsible for the maintenance of an accurate record of its proceedings, and have custody of the seal and records
- Be custodian of all School District funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues and their sources
- Countersign with the President of the Board all warrants and claims against the School District as well as other legal documents approved by the Board
- Prepare and submit to the Board each month a written report of the School District's receipts and expenditures
- Use uniform budgeting, accounting and auditing procedures, and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards and Title 63, Chapter 38 Utah Budgetary Procedures Act
- Prepare and submit to the Board a detailed annual statement for the period ending June 30th of the revenue and expenditures, including beginning and ending fund balances
- In consultation with the Superintendent prepare and submit budget documents and statistical and fiscal reports required by law to the State Board of Education
- Ensure the adequate internal controls are in place to safeguard the School District's funds
- Perform other duties as the Superintendent and/or the Board may require
- Coordinates GRAMA (Government Records Access and Management Act) in the School District
- Representative of the Board for all State and Federal reporting
- Coordinates the School District's participation in the risk management pool
- Liaison between School District and Utah State Board of Education in submitting the following reports through UPEFS:
  - a. Annual Budget Report
  - b. Annual Finance Report
  - c. Annual Program Report
  - d. Indirect Cost Report



- e. October 1 Fall Enrollment Report
- f. Annual Finance and Audit Report

- Serves on the School District negotiation team
- Coordinates matters pertaining to:
  - a. Student insurance and accidents
  - b. Employee accidents – First Report of Injuries
  - c. District liability, property insurance with State Risk Management
- Coordinates financial and statistical matters with school principals and secretaries including internal audits of individual school records
- Works closely with independent auditors, internal auditor and audit committee in coordinating audits
- Maintenance and Transportation Directors, Child Nutrition Supervisor and Accountant report to the Business Administrator in matters pertaining to buildings, pupil transportation, child nutrition, purchasing, payroll, accounts payable, and fixed assets.

## **New Innovation/Requirements MARGINAL FUNCTIONS**

- Risk Management
- GRAMA
- Technology – more detailed information
- Program accounting
- State computer services

## **Marginal Functions**

- Monitor and promote sound accounting principles for all building level activity accounts as well as other accounts maintained in the name of the School District or any of the District's schools/departments/approved activities.
- Communicate directly with the Superintendent regarding any expenditures that exceed established budgets.
- Supervise and administer portions of the School District's support services as assigned by the Superintendent.
- Communicate directly with the Board when, in the opinion of the Business Administrator, the Superintendent is willfully in violation of the School District policies or state law in the area of fiscal matters.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an individual in this job. Employees are required to perform other related functions as assigned.

# APPLYING FOR THE POSITION OF BUSINESS ADMINISTRATOR

To be considered for this position, applicants must submit their file by 4:00 p.m. MDT on Tuesday, March 1, 2022. Electronic submissions are preferred. The file must contain the following:

1. A formal letter of interest
2. A current vita sheet or resume that details your professional preparation, experience, and achievements
3. An application which is available at [www.usba.cc](http://www.usba.cc)
4. Three current Letters of Recommendation addressing your professional qualifications and attributes
5. Transcripts from the colleges/universities in which you have earned degrees.
6. A copy of certifications and licenses
7. A response to each of the following three questions included in the application:
  - What do you see as being the role of the Business Administrator in a district the size of Box Elder?
  - Select one of the “Desired Leadership Qualifications” and expand on it sharing your philosophy in that area, expertise, and examples of what you’ve done in the past.
  - Select a “cause” or a reform that you have championed while serving in a previous position. Share with us your experience including any lessons that you learned.

All required materials should be submitted to:

Richard Stowell, Utah School Boards  
Association 860 East 9085 South, Sandy, UT  
84094 [rstowell@usba.cc](mailto:rstowell@usba.cc)  
801.566.1207  
Fax 801.561.4579

