



Grand County School District  
EACH STUDENT, EVERY DAY.



ANNOUNCEMENT OF POSITION

# **BUSINESS ADMINISTRATOR**

Grand County School District, Utah









# VACANCY OVERVIEW

The Grand County School District Board of Education is seeking qualified candidates for the position of Business Administrator. The vacancy was created by the retirement of Patrick D Wilson, who has served as the local Business Administrator for the past two plus 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, accounting, business administration, as well as other qualifications. The benefits package includes group health insurance, life and accidental death insurance, long-term disability insurance and the Utah State Retirement Program.

## Basic Requirements (Education & Experience)

- Has a minimum of a bachelor's degree in Business Administration, Accounting, or another 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.
- Experience may be substituted for some education, but a Bachelor's degree is required at a minimum.

## Application Timeline

- The deadline for receiving applications will be 4:00 p.m. MDT on Friday, March 3, 2023
- The Board will review applications and hold interviews throughout March 2023
- The new Business Administrator will be appointed in April and assume the position at the beginning of May. (The District is willing to work out a transition schedule with any other employer)

# GRAND COUNTY SCHOOL DISTRICT

There are many outstanding programs, both academic and activity centered, for students in the Grand County School District. The staff is highly involved in the Professional Learning Communities movement with collaboration being central to continuous improvement in our academic program.

The District enjoys a supportive relationship with Utah State University and has several significant partnerships with local businesses, industries and individuals. The Margaret L Hopkin middle school was recently completed and opened. The District has recently completed a 10-year building plan review and is currently in the process of implementing the recommendations from the committee.

**MISSION:** Put Each Student First Every Day!

## District Statistics and Facts

Student to Teacher Ratio:

Elementary 21 to 1  
Middle 24 to 1  
Secondary 21 to 1

Total Student Enrollment:

1,435

Staff:

9 Administrators  
105 Teachers  
103 Classified staff

Facilities:

1 High School/CTE Center (9-12)  
1 Middle School (7-8)  
1 Elementary School (K-6)  
1 Pre-School (Ages 3-5)

# Financial Data

Total Budget for FY23	\$31,823,753
General Fund Budget	\$23,002,967
Per Pupil Expenditure – FY22	\$12,737
Capital Fund	\$4,731,223
Debt Service Fund	\$2,752,946



## AREA INFORMATION

Grand County is a county on the east central edge of Utah, United States. As of the 2021 United States Census, the population was 9,663. Its county seat and largest city is Moab. The median household income based on 2020 dollars was \$56,639 and the per capita income was \$30,948.

Moab, Utah, home to Arches and Canyonlands National Parks, is surrounded by some of the most stunning red rock landscapes on Earth. Moab's unique combination of small resort town hospitality, beautiful scenery and the cool waters of the Colorado River has made it one of the most sought-after destinations in the American Southwest.

While exploring the most unique scenery in the American Southwest, visitors can relax and experience the small-town hospitality of Moab. Moab's perfect climate has made it a magnet for year-round outdoor events and festivals, and the downtown business district has responded with a great collection of restaurants, microbreweries, shops, and galleries. Moab's diverse cuisine will please any palate, from regional southwestern fare to world-class gourmet. Stroll through the downtown shops for a great selection of southwester arts and jewelry, souvenirs, t-shirts, and much more.

# 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

Grand County 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, expenditures, and detailed accounts payable items.
- 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 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 and accounts payable, and fixed assets.

## 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 single file PDF by 4:00 p.m. MDT on Friday, March 3, 2023. The single PDF file should be submitted electronically to Richard Stowell at: **rstowell@usba.cc** and 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 Grand County School District?
  - 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

