



**WASATCH**  
COUNTY SCHOOL DISTRICT  
*Expect to Excel*



*Announcement of Position*

**BUSINESS ADMINISTRATOR**

**WASATCH COUNTY SCHOOL DISTRICT - HEBER CITY, UTAH**





# VACANCY OVERVIEW

The Wasatch County School District Board of Education is seeking qualified candidates for the position of Business Administrator.

## SALARY & BENEFITS

The compensation 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. Benefits include:

- Group health insurance – premium paid 100% by district
- Dental insurance
- Long-term disability insurance
- Life and accidental death insurance
- Participation in Utah Retirement System programs
- Use of district automobile
- Employee contributory plans including:
  - Flex spending
  - 401k/457 plans
  - 403b tax-sheltered annuities

## BASIC REQUIREMENTS (EDUCATION & EXPERIENCE)

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

## APPLICATION TIMELINE

- The deadline for receiving applications will be February 24th, 2023
- The Board will review applications and hold interviews following the closing
- The new Business Administrator will be appointed in March and assume the position on July 1, 2023. (Contracts with other School Districts will be honored)



# WASATCH COUNTY SCHOOL DISTRICT

Covering 1,177 square miles, Wasatch County School District serves the educational needs of the entirety of Wasatch County, including Heber City, Midway, Deer Mountain, Jordanelle, Wallsburg, Daniel and Charleston.

Located in one of the state’s fastest-growing counties, the district represents a diversified community including approximately 20% economically disadvantaged, 10% limited English proficient, and 9% students with disabilities.

We are ethnically comprised of 79% Caucasian, 18% Hispanic, <1% American Indian, <1% Asian, <1% African American, and <1% Pacific Islander.

*Mission: Ensuring all students obtain all the knowledge, skills, and dispositions that will enable them to reach their personal goals and be a productive, contributing member of our society.*

## FINANCIAL DATA

### District Budget 2022-2023

• General Fund	\$ 95,684,498	Basic State Levy	.001652
• Student Activity Fund	\$ 3,523,000	Voted Leeway Levy	.001208
• Capital Projects	\$ 20,391,488	Board Local Levy	.001555
• Debt Services	\$ 9,880,250	Debt Service Levy	.001056
• Nutrition Services	\$ 4,325,798	Capital Projects Levy	.001132
• Enterprise Fund	\$ 1,272,386	Charter School Levy	.000032
• Total	\$135,077,420	Total	.006635

Current assessed taxable valuation - \$11,371,316,351



## DISTRICT OVERVIEW

### SCHOOLS:

- 5 Elementary (PK-5)
- 1 Online (K-8)
- 2 Middle (6-8)
- 1 High (9-12)

### Student Enrollment 2022-2023

- |                  |       |
|------------------|-------|
| • Elementary     | 4,179 |
| • Middle School  | 2,070 |
| • High School    | 2,544 |
| Total Enrollment | 8,793 |



## AREA INFORMATION

Situated 45 minutes from downtown Salt Lake City and 30 minutes from Provo, Wasatch County is a mountain valley ringed by majestic peaks and situated at a base elevation of 5,000 feet. The 2021 United States Census population estimate is 36, 173. Its county seat and largest city is Heber City. The median household income based on 2021 dollars was \$94,044, and the per-capita income was \$43,762.

In the shadow of Mount Timpanogos, Heber Valley is only minutes from the world-renowned Deer Valley and Sundance ski resorts, boasts three state parks, a 2002 Olympic venue, a historic tourism railroad, 90 holes of stunning mountain golf, three reservoirs and a Swiss-themed town that was recently voted as Utah's favorite town.





# 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 experience 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

Wasatch 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 are not limited to:

- School Business Administrator duties and responsibilities provided by Utah Code (Section 53G-4-403)
- 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
- Coordinate GRAMA (Government Records Access and Management Act) in the School District
- Represent the Board for all State and Federal reporting
- Coordinate the School District's participation in the risk management pool

- Serve as 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
- Serve on the district negotiation team
- Coordinate matters pertaining to:
  - (a) Student insurance accidents
  - (b) Employee accidents – First Report of Injuries
  - (c) District liability, property insurance with State Risk Management
- Coordinate financial and statistical matters with school principals and secretaries including internal audits of individual school records
- Work closely with independent auditors, internal auditor, and audit committee in coordinating audits
- Perform other duties as the Superintendent and/or the Board may require





# APPLYING FOR THE POSITION OF BUSINESS ADMINISTRATOR

To be considered for this position, applicants must submit a single PDF file by 4:00 p.m. MDT on February 24, 2023. The single PDF file should be emailed to Richard Stowell at: [rstowell@usba.cc](mailto: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

All required materials should be submitted electronically to:

Richard Stowell, Utah School Boards Association  
860 East 9085 South, Sandy, UT 84094  
[rstowell@usba.cc](mailto:rstowell@usba.cc)  
801-566.1207



