



ANNOUNCEMENT OF POSITION

# **BUSINESS ADMINISTRATOR**

Wayne County School District, Utah



# VACANCY OVERVIEW

The Wayne 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
- Spouse life insurance
- Participation in URS
- Employee contributory plans including:
  - Flex spending
  - 401k/457 plans
  - 403b tax-sheltered annuities
- District funded HSA

## Basic Requirements (Education & Experience)

- Master's degree in business, accounting or educational administration is preferred
- Experience may be substituted for some education, a bachelor's degree is required
- Experience budgeting and financial planning preferred
- Human resources experience beneficial

## Application Timeline

- Open until filled with first review of applications March 27
- Initial interviews March 29-31
- BA appointed in April and begin transition in May. Consideration given for existing contracts

# WAYNE COUNTY SCHOOL DISTRICT

As described on the Wayne County Web Site, Wayne County is located in southeastern Utah and is roughly 23 miles wide (north to south) and 105 miles long (east to west) and contains 2475 square miles, with 97% of the county being public lands. There are approximately 2,500 people living in the county.

Wayne County School District serves the educational needs of the entire county, including students from Bicknell, Cainville, Fremont, Grover, Hanksville, Loa, Lyman, Notom, Teasdale and Torrey.

The student population includes approximately 40% economically disadvantaged, 14% students with disabilities, and 3% English learners. We are ethnically composed of 85% Caucasian, 10% Hispanic, 2% Multi-racial, and 3% in other ethnicities.

**MISSION:** Wayne County School District will work together with the community to build a solid educational foundation that motivates, energizes and empowers students to accomplish their individualized goals.

## District Overview

| SCHOOLS   | STAFF   |
|---|---|
| <ul style="list-style-type: none"><li>2 elementary schools (PK-5)<ul style="list-style-type: none"><li>- Hanksville (14 students)</li><li>- Loa (221 students)</li></ul></li><li>1 middle school (6-8)<ul style="list-style-type: none"><li>- 89 students</li></ul></li><li>1 high school (9-12)<ul style="list-style-type: none"><li>- 130 students</li></ul></li><li>Wayne County School District recently received funding for a new high school. Demolition and dirt work will begin within the next couple of weeks.</li></ul> | <div>Licensed staff38</div> <div>Classified staff42</div> |

# Financial Data

|                       |              |
|-----------------------|--------------|
| Total Budget for      | \$25,799,496 |
| General Fund          | \$7,904,970  |
| Per Pupil Expenditure | \$14,169     |
| Capital Fund          | \$5,176,090  |
| Debt Service          | \$0          |



## AREA INFORMATION

Wayne County is located in South Central Utah. We have a large farming community, with tourism being very healthy because of Capitol Reef National Park, Boulder Mountain, Fish Lake, Thousand Lake Mountain and Factory Butte. Our community is surrounded by eventful commodities and we continue to grow because of the picturesque beauty of the county.

Our assets include:

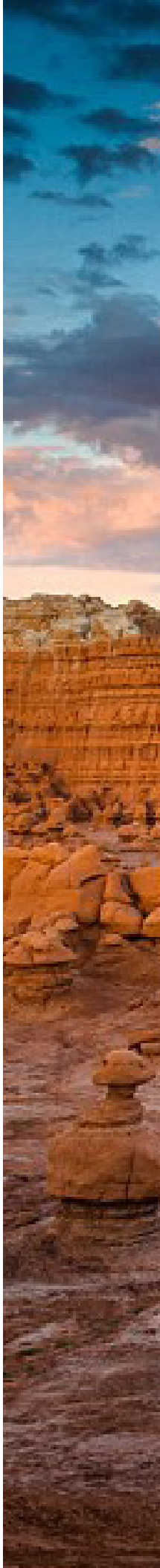
- Population of 2,500
- Located in South Central Utah
- Capitol Reef National Park
- Small Airport, Health Care Center, Pharmacy, Dental Care, Eye Care, Assisted Living Facility
- Schools, Continuing Education through USU, County Library
- Fertile land, clean air, fresh water, and lots of nature
- Family and community lifestyle enhanced by a friendly community

# 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

Wayne 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 required reports

- 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
- Oversee maintenance department, transportation, payroll, accounts payable, accounts receivable, and food service
- Work closely with the superintendent in performance of human resource responsibilities
- Serve on facilities planning committee
- 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 electronically to Richard Stowell at [rstowell@usba.cc](mailto:rstowell@usba.cc) by March 27. If there are insufficient applicants at that time to fill the position, the position will remain open until filled. The PDF 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

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

