

APPLICATION PROCEDURE

To be considered for the position of Business Administrator, applications and other materials must be emailed as a single file PDF no later than September 1, 2023, by 5:00 p.m.

- 1. A formal letter indicating your desire to be considered as a candidate for the position of Business Administrator of Alpine School District.
- 2. A Business Administrator Application completed in full. This form is available on the Utah School Boards Association website at www.usba.cc or on the Alpine School District website at www.alpineschools.org.
- 3. A complete set of current transcripts.
- 4. Three confidential and professional letters of recommendation.
- 5. A current résumé, including a list of professional qualifications.

All required application materials and information should be emailed as a single file PDF to:

Richard Stowell
(rstowell@usba.cc)
Utah School Boards Association, Executive Director
860 East 9085 South
Sandy, UT 84094

Phone: 801.971.8109

All questions should be directed to Richard Stowell. Please do not contact Alpine School District personnel or board members directly.



ASD BY THE NUMBERS



14 MUNICIPALITIES SERVED

Alpine • American Fork • Cedar Fort • Cedar Hills • Draper (Suncrest) • Eagle Mountain • Fairfield • Highland • Lehi • Lindon • Orem • Pleasant Grove • Saratoga Springs • Vineyard



92 TOTAL SCHOOLS



1,150 DAILY BUS RUNS

19,638 students transported daily



4,398 CERTIFIED EDUCATORS

52 Doctorate • 2,076 Masters • 2,270 Bachelors



5,613 SUPPORT PROFESSIONALS

Custodians, secretaries, bus drivers, etc.



51,735 DAILY MEALS

9,616 Breakfasts • 42,119 Lunches



84,667 K-12 STUDENTS

Elementary—43,736 • Secondary—40,931



ANNOUNCEMENT OF POSITION
**BUSINESS
ADMINISTRATOR**

575 North 100 East, American Fork, Utah 84003
www.alpineschools.org



VACANCY OVERVIEW

The Alpine School District Board of Education, American Fork, Utah, is seeking a qualified candidate for the position of Business Administrator. The individual selected for the position will fill the vacancy created by the retirement of Robert Smith, who will retire on January 10, 2024, after serving as business administrator since July 2002.

Applications must be received at the Utah School Boards Association office by 5:00 p.m. MDT on September 1, 2023. The successful candidate will assume their post on November 1, 2023.

QUALIFICATIONS

1. A bachelor's degree is required. A master's degree in Business, Accounting or Education Administration is preferred. Additional consideration will be given to applicants with a CPA or MBA.
2. A successful record of administrative financial experience in a sizeable organization.

Preferred Qualifications

- At least five years of successful budget/accounting/finance administration in educational, municipal, or other public sectors.
- School district finance experience.

SALARY AND 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 financial administration, as well as other qualifications. In compliance with Utah law, business administrators receive a two-year term.

Timeline

- September 1 : Deadline to submit completed applications
- September 19-20 : Interviews
- September 25 : Final interviews
- September 26 : New Business Administrator announced
- November 2023 : New Business Administrator begins



FINANCIAL DATA

District Budget	\$1.1 Billion Annually
General Fund	\$812,382,020
Debt Service	\$75,776,426
Student Activity	\$31,200,000
Capital Outlay	\$117,406,643
Industrial Services	\$3,215,233
Nutrition Services	\$30,799,803
School Services	\$1,554,884
Non K-12	\$16,534,406
Tax Increment	\$26,000,000
ASD Foundation	\$3,700,000

ABOUT ASD

Alpine School District is the largest school district in Utah with over 10,000 employees serving over 84,000 students across 14 municipalities in 92 schools. As a district, we prioritize students achieving our vision for learning. The district is governed by a board of education committed to high levels of learning for every student by strategically prioritizing student achievement, teacher effectiveness and community engagement. Alpine School District strives for continuous improvement in our quest for excellence.

BUSINESS ADMINISTRATOR DUTIES

Subject to the direction of the superintendent of schools, the district business administrator shall:

- Supervise and lead a variety of programs, projects, and activities related to district financial functions.
- Lead, manage, and supervise the department/programs of accounting, budgeting, payroll, procurement, and risk management.
- Develop, monitor, and manage district debt policy and bond issues.
- Direct the district's investment and cash management programs.
- Advise the superintendent and school board on a variety of business and financial matters and respond to board member data request.
- Establish and maintain internal controls to ensure compliance with state and federal guidelines.
- Assist the superintendent in the development and preparation of the annual budget.
- Participate in real estate contracting.
- Oversee risk management.
- Administer and coordinate the reporting of fiscal data and documentation for a variety of audiences using clear and transparent processes.
- Communicate and collaborate across the organization and with community partners with the intent of building trust and fostering teamwork.
- Demonstrate respect for diverse student and staff populations, utilizing culturally responsive strategies.
- Attend Board of Education meetings and other meetings as required.
- Serve as liaison for local, board, and state auditors.
- Stay abreast of research in the field of public business administration.
- Be an active participant in local legislative committees and stay informed of new legislation, both local and national, that could potentially impact Alpine School District.
- Perform other duties related to the position, including those outlined in Utah Code 53G-4-303 - Duties of business administrator.

