



ANNOUNCEMENT OF POSITION

BUSINESS ADMINISTRATOR

Provo School District, Utah

ANNOUNCEMENT OF POSITION

To All Prospective Candidates

The Provo City School District Board of Education is seeking a qualified candidate for the position of:

Business Administrator

Timeline

Friday, April 12th: Deadline to submit completed applications

April 22nd: Interviews

April 25th: Final interviews

May 1st: New Business Administrator announced

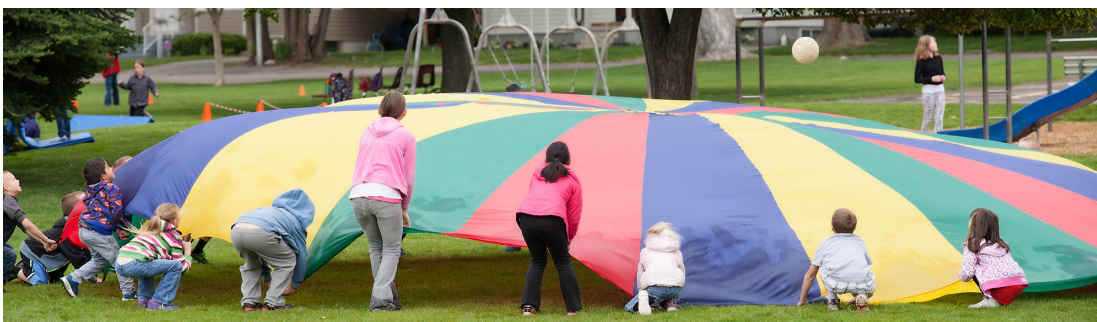
July 1st: New Business Administrator begins

Salary and Benefits

The compensation package will be competitive with similar-sized Utah school districts and will be determined by the Board based on qualifications, education, and experience. In compliance with Utah law, business administrators receive two-year contracts.

Benefits include:

- Health insurance through UMR
- Term life insurance and long-term disability insurance
- Utah State Retirement System including 401 (k)
- Payment of professional dues in approved professional associations
- Earned vacation and PTO



APPLICATION PROCEDURES

To be considered for this position, applications and other materials must arrive at the Utah School Boards Association office no later than 4 p.m. MDT on Friday, April 12, 2024, and must contain:

1. A formal letter indicating your desire to be considered a candidate for the position of Business Administrator of Provo City School District
2. A completed formal application available at www.usba.cc
3. A resume listing professional and job-related experience.
4. A complete set of current college transcripts.
5. Three confidential and professional letters of recommendation.
6. Written response for each of the following items:
 - a. What is your personal philosophy of the role of a Business Administrator? Include your philosophy of leadership/management and your personal leadership style.
 - b. What is your experience and approach to economic forecasting models to predict future needs? Specifically what data sources have you utilized or would be willing to utilize to develop potential future trends and appropriate funding to ensure equity for all students?
 - c. What is the business administrator's responsibility in supporting and allocating resources to assist in the accomplishment of the district's mission, vision, and goals?



The Board of Education will review the application materials of all qualified candidates and may gather additional information if deemed necessary.

Selected candidates will be invited for an interview. No application materials will be returned.

QUALIFICATIONS

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Accounting, or related field is required.
- Additional consideration for applicants with a CPA, MBA, or Master's Degree in Accounting or related field, or previous experience in school district or government finance and business.

Preferred Qualifications:

- Demonstrated at least 5 years of successful budget/accounting/finance administrative experience in educational, municipal, or other public sectors.
- Experience in navigating and successfully allocating resources in an entity with a budget over \$100 million.
- Knowledge of software such as Business Plus, PowerSchool, & Microsoft suite.
- Experience in ERP and data analytics.

Desired Attributes:

- Develops a comprehensive understanding of school finance, district budgets, revenue sources, obligations, services, and programs.
- Maintains an atmosphere of trust and mutual respect, displaying even-temperedness.
- Effective communicator with varied audiences, accessible, and collaborative in approach.
- Visionary, creative thinker, decisive, and self-confident leader who inspires confidence in others.
- Sets goals and engages in long-range planning.
- Proficient in performing a full range of school district financial and supervisory duties, including complex tasks using spreadsheets, databases, and word processing applications.
- Skilled in analyzing and interpreting data with knowledge of generally accepted accounting principles and finance accounting practices.
- Familiarity with sound investment strategies and bondability.

OUR DISTRICT



13

Elementary Schools

2

High Schools

2

Middle Schools

1

Alternative High
School

5

Specialty Schools

- Adult Education
- Preschool
- Special Education
- Special Education Post-secondary High School
- E-School

1,994

Total Staff

90%

Graduation Rate



14,052

Student Enrolled:

Student Demographics:

Student
Demographics
will go here

BUSINESS ADMINISTRATOR DUTIES

In accordance with the state code and under the guidance of the district superintendent of schools, the district's business administrator assumes a pivotal role in overseeing various administrative and financial tasks essential for the smooth functioning of the local school district. The following are the specific duties entrusted to the business administrator:

- 1. Attendance and Record-keeping:** The business administrator is required to attend all meetings of the local school board, accurately record its proceedings, and maintain custody of the seal and all official records.
- 2. Financial Custodianship:** As the custodian of all district funds, the administrator is responsible and accountable for all money received and disbursed. This includes keeping accurate records of all revenues received and their respective sources.
- 3. Warrant Management:** The administrator is tasked with reviewing, verifying, and countersigning all warrants, claims, and other legal documents against the district, in collaboration with the president of the local school board.
- 4. Financial Reporting:** On a monthly basis, the administrator is responsible for preparing and submitting a written report detailing the district's receipts and expenditures to the local school board.
- 5. Budgeting and Accounting:** The administrator is expected to adhere to uniform budgeting, accounting, and auditing procedures and forms approved by the state board. These procedures must be in accordance with generally accepted accounting principles, auditing standards, and legal requirements.
- 6. Annual Financial Statements:** Annually, the administrator is required to prepare and submit to the local school board a detailed statement summarizing the district's revenue and expenditures for the period ending June 30, including beginning and ending fund balances.
- 7. Budget Preparation Assistance:** The administrator assists the superintendent in preparing and submitting budget documents, as well as various statistical and fiscal reports required by law or the state board.
- 8. Internal Controls:** Ensuring the adequacy of internal controls to safeguard the district's funds is a crucial responsibility. The administrator must establish and monitor these controls effectively.
- 9. Partnership with District Administrators:** The administrator collaborates with district administrators to provide fiscal management support, data analysis, and assistance, contributing to informed decision-making.

FINANCIAL DATA

Current Assessed Taxable Valuation: Adjusted value - \$10,270,848,265

District Budget for 23-24

- General Fund: \$155,126,926
- Foundation: \$1,000,000
- Student Activity Fund: \$3,049,096
- Debt Service Fund: \$13,882,560
- Capital Projects Fund: \$24,807,729
- Municipal Building Authority Fund: \$57,303,183
- Child Nutrition Fund: \$6,552,411
- Tax Increment Financing Fund: \$1,876,305
- Self Insurance Fund: \$13,650,000
- Total: \$277,248,21

Tax Rate Levied by District: .007333

Per Pupil Expenditure FY 23:

