

**Position Available:** District Business Administrator

**Salary:** Dependent upon level of experience and education. Starting salary could be as high as \$80,000 or more based on accomplishments

**Education:** Bachelor's degree in a business field, including accounting, finance, business management or economics.

CPA Preferred.

**Experience:** Two years of accounting experience is required. Accountants with school district finance experience are preferred.

**Required:** Demonstrated Excel and Word skills including creating spreadsheets, charts, graphs, presentations and other documents.

Good judgment in resolving issues, ability to maintain confidential information, as well as the ability to work independently to achieve results with a high degree of accuracy and attention to detail are required. Strong planning, coordination and organizational skills, cross group collaboration, excellent verbal and written communications skills and strong analytical and project management skills.

The successful individual will be able to manage priorities in a continually changing environment, with demonstrated ability to communicate those changes and bring issues to a quick and solid resolution.

**Responsibilities:** Manage all aspects of the district's finances and report to the district board, state and federal agencies on a monthly, quarterly and annual basis.

Track expenditures and revenues by program.

Pay state and federal taxes.

Submit required reports according to district and state policies, state and federal law.

**Application:** Completion of a district application is required.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, natural origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. If you need assistance and/or a reasonable accommodation due to disability during the application or the recruiting process, please send a request to Tracy Davis at 435-676-8821 or [tracy.davis@garfk12.org](mailto:tracy.davis@garfk12.org)