

**Park City School District
Park City, UT**

Title: Associate Superintendent for Business Services (Business Administrator)

Reports To: Park City Board of Education

Job Description:

As defined in §§ 53A-3-303:

- (1) attend all meetings of the board, keep an accurate record of its proceedings, and have custody of the seal and records;
- (2) be custodian of all district funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
- (3) countersign with the president of the board all warrants and claims against the district as well as other legal documents approved by the board;
- (4) prepare and submit to the board each month a written report of the district's receipts and expenditures;
- (5) 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 63J, Chapter 1, Utah Budgetary Procedures Act;
- (6) prepare and submit to the board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances;
- (7) assist the superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board of Education;
- (8) insure that adequate internal controls are in place to safeguard the district's funds; and
- (9) perform other duties as the superintendent may require.

Support Implementation of Critical Components of a Successful District:

Support superintendent's efforts to articulate the district's mission, vision, values, and goals, which drive the strategic plan, master planning, district learning plan, school improvement plans, and teacher and principal evaluations to ensure:

- A Positive School Climate and Culture
- Aligned Curriculum
- Effective Instruction
- Supportive Community and Family
- Strong Education and Instructional Leadership
- Professional Development and Capacity for all Staff

Responsible For:

1. Governing Board

Member of the Governing Board of Education. Presents fiscal statements and operational reports at BOE meetings and provides timely information in order for the board to make well-informed decisions. Communicates to the board on fiscal matters as necessary. Ensures all BOE policies are implemented and followed, participates in the BOE Policy Committee.

2. District Office Management

Oversees all Facility, Food Services and Fiscal Management. Ensures the administration of personnel policies and programs, responds to all personnel issues as required. Implements State and Federal laws. Works with Business Administrator to maintain all financial systems and reporting.

3. Budget Preparation

Prepares documentation for the planning, presentation and execution of the annual budget and makes recommendations to the BOE for approval. Assists superintendent in ensuring the district's Learning Plan initiatives are prioritized in the budget. Goes through the budget annually to ensure efficiencies and look for areas of waste. Communicates the proposed budgets, needs and priorities to all stakeholders.

4. District Records Administration

Complies with GRAMA and other state and federal records in collecting, maintaining, securing, and providing district and school records.