

April 30, 2018

PLEASE POST:

Executive Director of Business Services

The Sauk Prairie School District is seeking applications for the position of Executive Director of Business Services. The District is looking for an Executive Director of Business Services to provide outstanding leadership and administration of business services for the District to facilitate an optimal learning environment for students. The Sauk Prairie School District is a PreK-12 district serving approximately 2830 students, 1648 families, and 427 employees in six school buildings. The 2017-18 school year operating budget is \$29,968,542.

The District includes Sauk City and Prairie du Sac, two “next door” villages known as Sauk Prairie. They are located on the beautiful Wisconsin River. Thirteen towns and the village of Merrimac are also in the District. The area features rolling hills, meadows, bluffs, forests, lakes and streams. The District offers small-town, rural living with easy access to the Madison urban area (25 miles) and to the Wisconsin Dells recreation area (28 miles).

The successful candidate will have a proven record in both the field of accounting and establishing positive relationships with staff, parents, students and the community at large. Strength in the areas of communication and collaboration are expected for success in this position. This person is directly responsible for oversight of all facets of the financial and business functions of the School District. The candidate must have a current Wisconsin Department of Public Instruction #5008 – School Business Administrator license.

Primary areas of responsibility and duties include: Accounting, Human Resources & Payroll Management, Risk Management, Auditing, Budgeting & Financial Planning, Cash Management, Buildings & Grounds, Food Service and Transportation. The complete job description is available on the School District’s webpage, <http://www.saukprairieschools.org/district/employment-opportunities.cfm>

This is a full-time salaried position that includes the expectations of a presence at Board meetings or other events germane to this position. This position reports to the Superintendent.

If you have any questions regarding this position, please contact Superintendent Cliff Thompson at 608-643-5980 or e-mail at cliff.thompson@saukprairieschools.org

Applications accepted until the needs of the District are met. All applicants must apply via WECAN at <https://wecan.education.wisc.edu/#> As part of your WECAN application, please provide the online cover letter and attach the following files: resume, transcripts, and credentials/three letters of recommendation.

Application deadline: Until filled