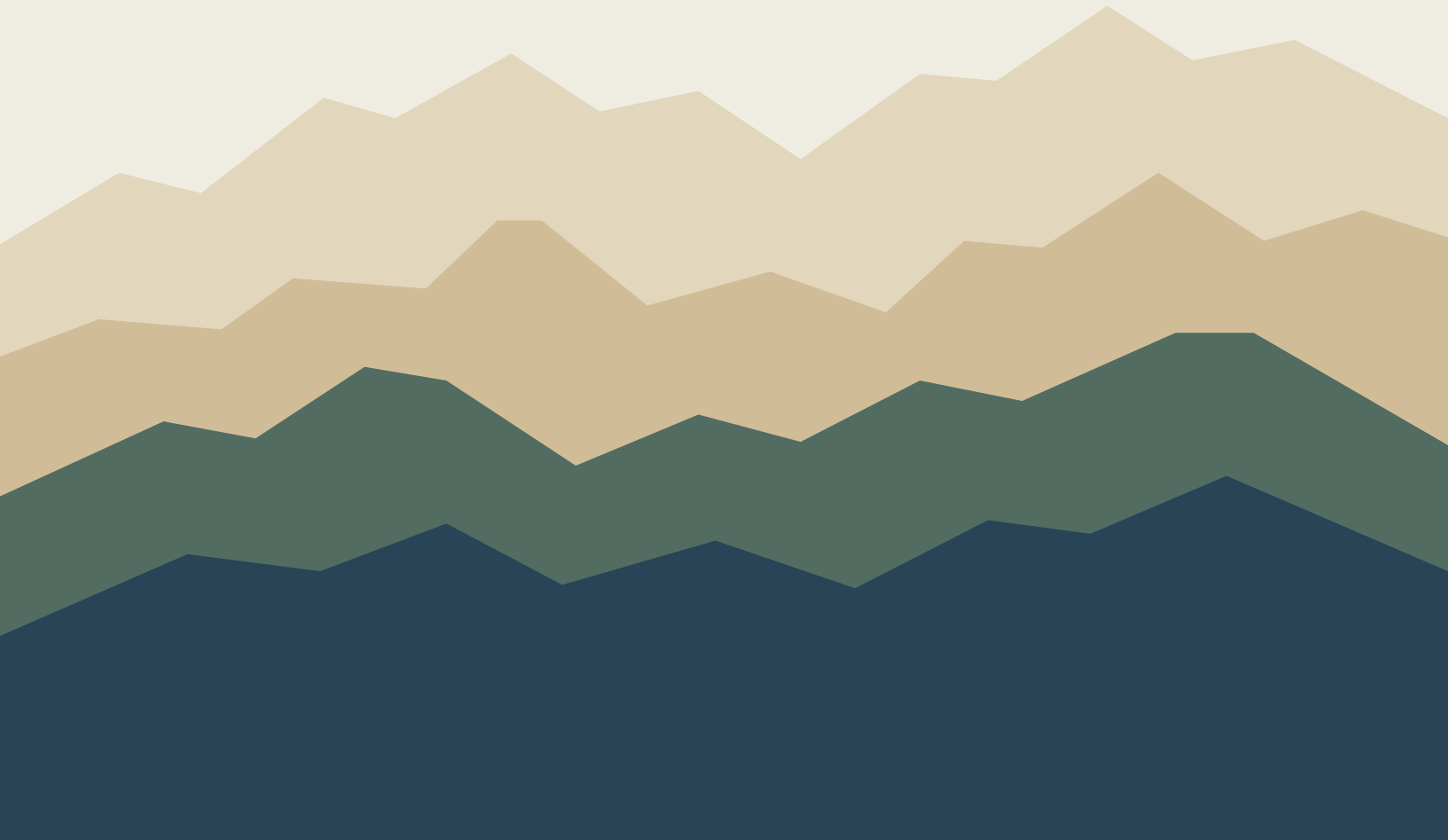
Lake Mountain School District

NOW ACCEPTING APPLICATIONS

Business Administrator

Apply **November 1–30, 2026**
Anticipated start **January 1, 2027**



THE POSITION

Business Administrator

The Lake Mountain School District Board of Education is seeking a qualified and experienced professional to serve as Business Administrator. The Business Administrator will provide leadership for the District's financial and business operations and will play a critical role in establishing the systems, processes, and financial practices necessary to support a new and rapidly growing school district.

The anticipated start date for the successful candidate is January 1, 2027.

Salary & Benefits

The compensation package will be competitive with comparable Business Administrator positions in Utah school districts and will reflect the candidate's professional preparation, experience, and qualifications.

The Business Administrator will serve under a two-year contract in accordance with applicable Utah law.

ABOUT LAKE MOUNTAIN SCHOOL DISTRICT

Lake Mountain is built on responsible stewardship, strong governance, and a lean, effective organization. Leadership is committed to financially sustainable, operationally sound systems focused on early literacy, student engagement, and career readiness.

Built for Growth & Scalability

To accommodate long-term growth, the District anticipates building numerous schools over the next 15 years, requiring precise capital planning, land acquisition, and financial management. Establishing administrative, financial, and operational systems from the ground up offers a rare opportunity to build efficient, scalable infrastructure from day one.

A Unique Leadership Opportunity

The Business Administrator will play a pivotal role in establishing long-range forecasting, internal controls, capital planning, and business processes to support the District for decades. This position is ideal for a financial leader who thrives on building systems, navigating growth, and ensuring long-term fiscal sustainability.

DISTRICT AT A GLANCE

STUDENTS

~26,000

+1,000 projected annually

SCHOOLS

16 Elementary
4 Middle
2 High (1 opening Aug 2028)
2 Special

INDEPENDENT OPERATIONS BEGIN

July 1, 2027

LOCATION

Utah County, UT (Cedar Fort, Eagle Mountain, Fairfield, Saratoga Springs)

MISSION

Building foundations. Inspiring learners. Elevating futures.

A Growing Community

Lake Mountain is Utah's fastest growing school district covering the municipalities of Saratoga Springs, Eagle Mountain, Cedar Fort, and Fairfield. Anchored by award-winning marching bands, state-recognized drama programs, Mandarin and Spanish DLI, gifted programs, and the state's largest FFA and high school aviation programs, Lake Mountain is poised to become a powerhouse of growth and educational opportunity.

For Lake Mountain employees and their families, that growth means being part of a community that is still taking shape while enjoying many of the outdoor and recreational opportunities that make Utah Valley an attractive place to live.

DUTIES & RESPONSIBILITIES

Under the direction of the Board of Education and in partnership with the Superintendent, the Business Administrator will play a key role in District leadership. The BA will oversee district finances, oversee the operational or non-education based departments, directly manage business services, establish the financial infrastructure for independent operations, and plan for continued growth.

Board Support & Financial Stewardship

- Serve as Board Parliamentarian, attend Board meetings, and maintain official financial and governance records.
- Provide clear, timely financial information and guidance to the Board and Superintendent.
- Serve as custodian of District funds, oversee financial transactions, and maintain strong internal controls.
- Ensure compliance with applicable laws, Utah State Board of Education requirements, and Board policies.
- Coordinate annual audits and prepare required financial statements and state and federal reports.

Budgeting & Long-Range Planning

- Lead annual budget development, administration, monitoring, and reporting in collaboration with the Superintendent and District leadership.
- Maintain sound accounting, budgeting, and financial reporting systems.
- Develop forecasts addressing enrollment growth, staffing, construction, capital needs, and changing revenues.
- Drive both financial strategy and execution for land acquisition, capital projects, debt, leases, and other major investments.
- Evaluate initiatives, identify efficiencies, and maintain appropriate reserves while aligning resources with student needs and educational priorities.

Business Operations & District Launch

- Lead accounting, payroll, purchasing, accounts payable and receivable, employee benefits, and related business functions.
- Oversee the facilities, transportation, nutrition, and warehouse departments, including supervision of department heads.
- Oversee employee benefits programs, including health insurance, retirement, life insurance, and other ancillary benefits.
- Establish efficient, scalable financial systems, procurement practices, contracts, and business processes.
- Support the allocation and transition of assets, liabilities, contracts, records, and services from legacy systems to independent district operations.
- Collaborate with district leaders, auditors, financial institutions, vendors, and state agencies to support operational readiness and long-term financial sustainability.
- Maintain high standards of integrity, confidentiality, accountability, and service; perform additional duties consistent with the role.

LIFE IN THE LAKE MOUNTAIN COMMUNITY

Lake Mountain School District connects Saratoga Springs, Eagle Mountain, Cedar Fort, and Fairfield—offering family life, rapid growth, and rapid access to the Salt Lake and Utah Valley regions.

- **Pony Express Trail History:** The historic Pony Express Trail runs through the area, giving residents a direct link to the landscape of the American West.
- **Hiking & Mountain Biking:** An expanding network of foothill and neighborhood trails provides miles of outdoor recreation right in your backyard.
- **Utah Lake Water Access:** Situated along Utah Lake, the community offers quick access for boating, fishing, paddleboarding, and kayaking.
- **Year-Round Recreation:** Framed by the Wasatch Range, the region provides easy proximity to skiing, camping, and expansive open space.

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited institution in Business Administration, Accounting, Finance, Public Administration, or a related field.
- At least five (5) years of progressively responsible, full-time professional experience in accounting, budgeting, finance, business administration, or a related field.
- Experience in governmental, public-sector, or public school accounting and financial management.
- Experience with school district budgeting, financial reporting, capital projects, procurement, debt management, or other public-sector financial operations.
- Experience working effectively with state agencies, legislators, policymakers, auditors, financial institutions, or other external partners.

PREFERRED QUALIFICATIONS

Additional consideration will be given to candidates with:

- A CPA, MBA, MPA, master's degree in Accounting, Finance, Public Administration, or a related field.
- Experience establishing or improving financial systems, processes, internal controls, or organizational structures in a new, rapidly growing, or transitioning organization.
- Demonstrated knowledge of Utah's public education finance system and applicable state and federal requirements.

PREFERRED ATTRIBUTES

Collaborative & Composed Executive Leadership
Fosters an environment of trust, respect, and accountability while leading high-performing teams and maintaining a steady approach to complex issues.

Strategic Vision & Financial Execution
Translates long-term educational priorities into innovative financial strategies, executing high-impact resource allocation and sustainable operational growth.

Utah Finance & Policy Advocacy
Navigates the complexities of Utah public education funding and effectively advocates with legislators, state agencies, and community stakeholders.

New-District Mindset & Stakeholder Engagement
Embraces building systems from the ground up while communicating clearly and maintaining strong, transparent relationships across the community.

APPLICATION TIMELINE

November 1–30, 2026	Application window
December 3, 2026	Initial interviews
December 10, 2026	Final interviews, if needed
December 17, 2026	Business Administrator announced
January 1, 2027	Anticipated start date

The Board reserves the right to modify the timeline as necessary.

Application Procedure

To be considered for the position of Business Administrator, applicants must complete and submit all required application materials by **4:00 p.m. MDT on November 30, 2026.**

All required application materials should be submitted electronically to:

HR@saratogasprings-ut.gov

Additional application instructions and information regarding the selection process are provided in the application materials.

REQUIRED APPLICATION MATERIALS

- Letter of Interest
- Current resume or curriculum vitae detailing professional preparation, experience, and accomplishments
- Official transcripts from colleges or universities where degrees were earned
- Copies of applicable certifications and licenses
- Professional references, including contact information