NCSD School Business Official/Board Secretary

The Nevada Community School District seeks an experienced individual for the position of School Business Official and Board Secretary.

The Nevada Community School District is located in central Iowa, approximately 10 miles east of Ames, and serves 1,500 students. The District is governed by a five-member Board of Directors. Nevada CSD is financially sound, with increasing numbers of open enrollment from surrounding schools.

Candidate qualifications include: Iowa School Business Official authorization or the ability to receive the authorization; Associate’s or Bachelor’s degree in finance, business, accounting, or related area; minimum two years’ experience as an Iowa Public School Business Official or similar field; with thorough understanding of Uniform Financial Accounting, governmental GAAP accounting, state and federal reporting, and statutory compliance concepts. [Complete job description can be found here.]

The successful candidate will assume a District cabinet-level position, possessing strong communication and presentation skills with the ability to communicate effectively with varied audiences. They will provide accurate financial data for decision making, and provide leadership for maintaining the District’s key financial indicators within established ranges. Other requirements include office management experience, the ability to manage business office staff, and oversee all District business affairs.

**Salary Range:** $95,000 - $105,000

**Benefits:** family health insurance; long-term disability; paid vacation and personal days annually; 8 paid holidays; sick-leave accumulation up to 115 days; monthly cell-phone reimbursement; professional dues.

**Application deadline:** February 2, 2024 [Application can be found here.]

**Start date:** May 1, 2024 (preferred for a 2-month transition period with retiring SBO). If the successful candidate cannot begin prior to July 1, 2024, transition meetings will be scheduled during May and June.

**Questions** regarding this position should be directed to Superintendent Dr. Steve Gray, sgray@nevadacubs.org, or by calling 515-382-2783.