ABOUT UNDERWOOD CSD:
Underwood Community School District serves over 800 students in grades PK-12 with a teacher to student ratio of 16:1. Underwood Elementary, Middle, and High School are all located in Underwood, housing students from both Underwood and McClelland in Pottawattamie County.

ABOUT THIS ROLE:
The board employs the School Business Official to serve as the Chief Financial Officer of the board. The School Business Official accounts for all district finances, assists the Superintendent in the budgeting process, and maintains accurate record of board business as Board Secretary.

REQUIRED QUALIFICATIONS:
- The successful candidate must obtain and maintain an Iowa School Business Official (SBO) authorization through the Iowa Board of Educational Examiners.
- Applicants must have a minimum of an Associate’s Degree in business or accounting or 60 semester hours in coursework in business or accounting in which nine (9) hours must be in accounting.

SKILLS AND ABILITIES REQUIRED:
- Excellent verbal and written communication skills.
- Able to explain complicated financial concepts.
- Demonstrates strong organizational skills.

HIRING TIMELINE:
Dec. 14 – Jan. 2 Application Period
Jan. 3-5 Formal interviews

Salary Range
$75,000 to $83,000

The full job description can be found here:
Underwood SBO Job Description

APPLY HERE!

DISTRICT WEBSITE

JAN. 2, 2024