

**Hazard, Young, Attea & Associates, Ltd.**  
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**Business Manager**  
**Prospect Heights School District 23**  
**Prospect Heights, IL**  
[www.d23.org](http://www.d23.org)

**District Facts**

- Serves portions of 4 communities in northwest Cook County, Illinois
- Enrollment: 1450 students in 4 schools
- Employees: 135 certificated; 50 classified
- Operating budget of \$20,450,000
- Strong financial position: 25% fund balance ratio; Financial Recognition status
- High achieving, diverse student body
- Caring, small-district, family culture

**Position Overview**

- Serves as a member of the Superintendent's management team
- Responsible for all business services, including long range planning, operations and capital budgeting, payroll, fiscal accounting, reporting and control, purchasing, administrative technology and cash and fixed asset management
- Supervises bookkeepers, Director of Buildings and Grounds and food services and transportation contractors

**Desired Characteristics and Credentials**

- At least 3 years' experience in financial management of a school district
- Excellent communication, interpersonal and consensus-building skills in working with the Board of Education, administration, faculty, unions and staff
- A collegial, team-oriented management style
- A high level of personal integrity and ethics
- Strong conceptual, analytical, organizational and managerial skills
- Knowledge of current school accounting practices and technology
- Understanding of how finance supports the District's educational goals
- A high level of knowledge of local, state and federal school funding mechanisms.
- Eligible for Illinois certification as a Chief School Business Official (preferred) or an accounting degree with CPA certification

**Compensation and Hiring Timetable**

- A salary of not less than \$120,000, including pension, plus administrative benefit package, with the actual salary to be based on preparation and experience.
- Starting date July 1, 2010
- Application deadline January 31, 2010
- Screening is ongoing; position open until filled

Apply on line at [www.hyasupersearches.com](http://www.hyasupersearches.com).

Applicants should visit the District's website for information about the District.

An Equal Opportunity Employer