

Objective

To continue my career with the State of Alaska in administration and finance by providing leadership and support to execute the mission of the organization.

Education

- Masters of Business Administration, 2006, University of Alaska Southeast, Juneau, AK
- Bachelors of Business Administration, Accounting, 2002, University of Alaska Southeast, Juneau, AK
- High School Diploma, 1998, Kamiak High School, Mukilteo, WA

Work Experience

Division Director (Finance and Support Services)

July 2019 – present

State of Alaska, Department of Education & Early Development

Juneau, AK

- Supervise and direct the work of the Division of Finance and Support Services, consisting of School Finance and Facilities and Child Nutrition sections, to ensure compliance with state and federal grant requirements and State of Alaska statutes and regulations.
- Directly supervise 3 professional staff; indirectly supervise 18 professional and paraprofessional staff.
- Develops and implements policies and procedures for division operations, allocation of work and positions personally or through subordinate staff.
- Plan, develop, and implement policies and procedures concerning school funding formulas for the School Finance section programs, including the public school funding program, pupil transportation, school debt reimbursement, boarding home, statewide residential, and internal audit.
- Review proposed legislation, bill analysis, fiscal notes and other documents as prepared by subordinate staff.
- Represent the department concerning statutes or regulations review pending action by legislative committees and subcommittees during session.
- Develop and recommend additions and revisions to regulations for adoption by the State Board of Education & Early Development.
- Present to the State Board of Education & Early Development on recommended additions and revisions to regulations for adoption; annual school construction and major maintenance grant fund lists; and on other topics as requested.
- Respond to oral and written inquiries from school superintendents, business managers, legislators, and others concerning areas administered within the division.
- Serve as the Commissioner's designee to chair the Bond Reimbursement and Grant Review Committee.

Division Director (Administrative Services Director)

January 2014 – June 2019

State of Alaska, Department of Education & Early Development

Juneau, AK

- Supervise and direct the work of the Division of Finance and Support Services, consisting of finance and accounting, budget, information services, School Finance and Facilities, and Child Nutrition sections, to ensure compliance with federal grant requirements and State of Alaska statutes and regulations as well as the business requirements of the department.
- Directly supervise seven professional staff; indirectly supervise 28 professional and paraprofessional staff.
- Directly support the annual operating and capital budget preparation for all sections of the department and presentation to the Alaska State Legislature.
- Develops and implements policies and procedures for division operations, allocation of work and positions personally or through subordinate staff. This includes finance, accounting, audits, procurement, travel, facilities management, personnel, budget development and execution, and other administrative oversight functions.
- Reconcile authorized budgets with actual and projected expenditures and makes determinations regarding appropriate corrective action as necessary.
- Represent the department concerning budget, statutes, or regulations review pending action by legislative committee and subcommittee during session, and with the Legislative Budget and Audit committee between sessions as required.
- Provide department-wide support and policy development, implementation and guidance for all of the administrative functions including finance, accounting, procurement, capital construction, budget execution, travel, property control, leasing, building management, and internal human resources.
- Represent the department in statewide policy initiatives to carry out the mission of the department as well as the Executive Branch of state government.
- Present to the State Board of Education & Early Development on recommended additions and revisions to regulations

for adoption; on the department's annual budget and budget updates; annual school construction and major maintenance grant fund lists; and on other topics as requested.

- Serve as the Commissioner's designee to chair the Bond Reimbursement and Grant Review Committee.
- Position transferred to the Office of Management and Budget, effective January 2019, per Administrative Order 302.

School Finance Manager

June 2011 - January 2014

State of Alaska, Department of Education & Early Development

Juneau, AK

- Plan, develop, and implement policies and procedures concerning school funding formulas for the School Finance section programs, including the public school funding program, pupil transportation, school debt reimbursement, boarding home, statewide residential, and internal audit.
- Review proposed legislation and prepare fiscal notes and other documents as requested.
- Develop and recommend additions and revisions to regulations for adoption by the State Board of Education & Early Development.
- Respond to oral and written inquiries from school superintendents, business managers, legislators, and others concerning the fiscal or support service areas administered within the division.
- Direct the preparation of draft forms for school district budgets, fiscal reports, foundation aid reports, debt reimbursement reports, pupil transportation reports, student projections, and other data requests.
- Direct the review and compilation of information from school district budgets and audits.
- Direct the preparation and review and approval all federal program maintenance of effort calculations and submissions for the department.
- Direct the preparation of data analyses for legislators, school districts, and others.
- Prepare and review projections for division programs and review the division's budget and program appropriations throughout the year and as requested.
- Monitor workloads; review and approve projects, reports, and payments; provide training and support for staff, and ensure deadlines are met.
- Supervise six professional and paraprofessional staff.
- Served as Acting Director for the Division of School Finance and Facilities from August 26 – October 15, 2013.

Internal Auditor III / Audit & Review Analyst II

March 2005 - June 2011

State of Alaska, Department of Education & Early Development

Juneau, AK

- Reviewed single audits for compliance with state and federal requirements and followed-up on findings and weaknesses identified by the auditors.
- Conducted periodic internal audits of departmental activities.
- Reviewed and researched questions regarding federal and state compliance issues and proper accounting procedures.
- Coordinated the updates and revisions to the State Single Audit Compliance Supplement annually.
- Coordinated audits conducted in the department by both state and federal auditors.
- Compiled the department's Schedule of Expenditures of Federal Awards, Federal and State Pass Through Reports, and Indirect Cost Rate proposals on an annual basis.
- Developed and ran ALDER reports for the division and others within the department as needed.
- Assisted with the annual review of school district operating fund budgets.
- From September 2010 to February 2011, acted in the School Finance Manager position. Under the administrative direction of the Director, assisted with the planning, coordination, and execution of policy and procedures for the School Finance section, including the statewide school foundation funding program, pupil transportation, school debt reimbursement, and internal audit. Supervised five professional and paraprofessional staff. Monitored workloads, reviewed projects and reports, provided training and support for newly hired staff, and ensured deadlines were met.

Accounting Technician II

April 2004 - February 2005

State of Alaska, Department of Education & Early Development

Juneau, AK

- Monitored expenditures of non-general funds accounts for coding errors.
- Monitored treasury receipts processed to claim revenue back to the department.
- Processed weekly federal drawdown requests from the U.S. Department of Education, and monthly draws for the Alaska Housing Finance Corporation (AHFC) and the National Endowment of the Arts (NEA).
- Maintained and processed all professional services contracts for the department.
- Maintained and processed all University Reimbursable Service Agreements.
- Cleared deposits and charge card accounts (PCards) for the department.
- Inputted and processed grant and contract payments in the accounting system (AKSAS).

- Certified accounting transactions processed by other staff members for accuracy.
- Reviewed and made necessary corrections on the 1099 tax reporting processing for the department on an annual basis.

Accounting Technician I

September 2003 - April 2004

State of Alaska, Department of Education & Early Development

Juneau, AK

- Reconciled and processed all travel reimbursements for the department; including completing the department's executive travel report.
- Maintained and cleared all credit card (PCard) transactions for the department.
- Maintained and processed all professional service contracts for the department, for both school districts and individuals.
- Inputted grant and invoice payments in the state accounting system (AKSAS) on a daily basis for processing.
- Sorted and delivered all incoming and outgoing mail for the department.

Accounting Technician II

April 2003 – September 2003

Juneau Youth Services

Juneau, AK

- Processed all aspects of the bi-weekly payroll for the agency, including related reports.
- Maintained and reconciled accounts payable and accounts receivable.
- Prepared monthly, quarterly, and other required reports and distributed them timely.

Accounting Technician I

September 2002 - April 2003

State of Alaska, Department of Education & Early Development

Juneau, AK

- Processed and maintained all accounts payable for the department.
- Processed three weekly federal drawdowns and one monthly drawdown.
- Researched billing inquiries, responded to audit letters, and reconciled the 1099 reporting.

Skip Tracer

August 2001 - September 2002

State of Alaska, Alaska Commission on Postsecondary Education

Juneau, AK

- Processed all returned mail to the agency.
- Verified demographic information on borrowers with incorrect addresses and phone numbers.
- Distributed daily letters and handled Western Union payments.

Accounting Technician I (intern)

January 2001 - July 2001

State of Alaska, Alaska Commission on Postsecondary Education

Juneau, AK

- Computed and entered agency receipt transactions and journal entries.
- Processed and posted payments to borrower's accounts, including EFT payments.
- Worked as a team member to reestablish 1600 accounts from a collection agency.

Community Service Experience

- Juneau Gold Rush Commissioner – 1999-2007; 2009
- St. Paul's Catholic Church, Life Teen Program volunteer – 2000-2001 and 2003-2004
- Southeast Alaska Salvation Army Advisory Board – Elected Member 2001-2005; Treasurer 2002-2005
- Beta Sigma Phi – 2003-present; held various offices
- Auk Nu Homeowners Association – Board Member 2004-2012; Treasurer 2007-2011
- Women's ACTS Retreat Team Member – 2011

References

- Available upon request