

Karen B Morrison

Education

Wilkes University, PA

Masters of Science, School Business Leadership

Graduation: January 19, 2020

- Major: School Business Leadership
- GPA 4.0

Related course work: public relations and school communications, school facility management, financial operations of school district, financial planning and management for school business, human resources in education, materials management in schools, information technology in education, student transportation, food service in education and leadership for school business

Bachelor of Business Administration

Graduation: December 18, 2011

- Major: Accounting
- GPA 3.90

Related course work: business communications, grant writing, personnel management, business management, business law, macroeconomics, microeconomics, statistics, marketing, basic and intermediate accounting, cost accounting, government accounting, federal taxation, corporate taxation, and auditing

Employment

Director of Finance

June 2011 – Current

Petersburg School District

PO Box 289

Petersburg, AK 99833

877-526-7656 ext 102

Tasks Include: Managing all financial transactions in the school district from Accounts Payable, Accounts Receivable, Grant awards and payroll. Federal and State reporting requirements for payroll. Annual operating budget as well as two revisions during the school year. All grant reporting requirements from grant program writing, initial budget and subsequent revisions and quarterly reimbursement requests. Major accomplishments at the school district to date include implementing Frontline Absence Managements program, adopting new accounting software, Infinite Visions and implementing electronic timecards

University of Alaska Southeast Adjunct Professor - Superintendent Endorsement Program

ED_S644: Educational Finance & ED_S646 District Operations

September 2022- current

University of Alaska Southeast

11066 Auke Lake Way

Juneau, AK 99801

Tasks include: Presenting and preparing course content for the Education Finance and School District Operations courses for the UAS Superintendent Endorsement Program, provide student support outside of class time and class participation

Self Employed: Karen Quitslund Bookkeeping Services

May 2002- December 2016	Synthesis, LLC 106 Gjoa Street Petersburg, AK 99833 (907)650-7228	Josef Quitslund, owner
March 2015- November 2016	Mitkof Island Dance Troupe Non-profit Board PO Box 1915 Petersburg, AK 99833	

Tasks include: Accounts receivable, accounts payable, manual and electronic payroll, Petersburg City sales tax, filing state and federally required tax forms, prepare, budgeting, analyze and explain financial statements, consultation for federal requirements (specifically with non-profits)

Professional Affiliations

- Region V of Alaska School Activities Association- July 2018 – current; serving as Secretary/Treasurer
- Alaska Council of School Administrators- December 2018- current
 - Joint Position Statement Committee- December 2018- current
- Alaska Association of School Business Officials, December 2015 – 2021; served as President in 2020
 - New Business Manager Institute Mentor- December 2018- current
 - Education Funding Work Group Committee- December 2019- current
 - Standard Operating Procedures Work Group- November 2022- current

Honors and Memberships

- Mabel Crawford Memorial Scholarship
- Southeast Conference Scholarship, 2008/2009 & 2010/2011
- Icicle Seafood Scholarship, 2008/2009 & 2010/2011
- Ellis Award for Excellence in Accounting, Spring 2012
- UAS Outstanding Graduate in May 2012
- Certified Administrator of School Finance and Operations (SFO) since August 2014
- 2020 ALASBO School Business Official of the Year

Volunteer Activities

- Petersburg Public Library Board, 2004 to 2011
- Mitkof Island Dance Troupe Board Member, May 2011 – May 2012
- Petersburg Rotary, Treasurer 2012 - 2015
- Petersburg Arts Council, 2010-2018
- Alaska Public Entity Insurance Board- October 2020- current
- Public Education Health Trust Board- January 2023- current

References

- Available upon request