

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

University of Alaska Southeast

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

Finance and Support Services Director

July 2023– Current

State of Alaska

Department of Education and Early Development

PO Box 289

Petersburg, AK 99833

907-465-2276

Tasks Include: Oversee and lead the School Finance, School Facilities and Child Nutrition Programs and teams. Support schools and districts in areas of education funding, budget and audit reviews, pupil transportation, capital improvements projects and school nutrition programs. Interpret, explain, and apply the provisions of State and Federal statutes and regulations, policies, and procedures for a variety of stakeholders including school district leadership, legislators, and the public.

Director of Finance

June 2011 – June 2023

Petersburg School District

PO Box 289

Petersburg, AK 99833

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 – June 2022
- Alaska Council of School Administrators- December 2018- June 2023
 - Joint Position Statement Committee- December 2018- June 2023
- Alaska Association of School Business Officials, December 2015 – 2021; served as President in 2020
 - New Business Manager Institute Mentor- December 2018- June 2023
 - Education Funding Work Group Committee- December 2019- June 2023
 - Standard Operating Procedures Work Group- November 2022- June 2023

Honors and Memberships

- Ellis Award for Excellence in Accounting, Spring 2012
- University of Alaska Southeast Outstanding Graduate in May 2012
- Certified Administrator of School Finance and Operations (SFO) August 2014- December 2026
- 2020 ALASBO School Business Official of the Year